



City of Sunnyvale

Notice and Agenda - Final Heritage Preservation Commission

Wednesday, June 7, 2017

7:00 PM

West Conference Room, City Hall, 456 W.
Olive Ave., Sunnyvale, CA 94086

CALL TO ORDER

SALUTE TO THE FLAG

ROLL CALL

PRESENTATION

[17-0403](#)

Heritage Preservation Commission Recognition

ORAL COMMUNICATIONS

This category provides an opportunity for members of the public to address the commission on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow commissioners to take action on an item not listed on the agenda. If you wish to address the commission, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.

CONSENT CALENDAR

[17-0627](#)

Approve the Heritage Preservation Commission Meeting Minutes of May 3, 2017

Recommendation: Approve the Heritage Preservation Commission Meeting Minutes of May 3, 2017 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

[17-0619](#)**Review Planning Program Budget and Fees for FY 2017-18**

Recommendation: Provide comments to the City Council or make a formal recommendation to the City Council on the Recommended FY 2017-2018 budget for the Planning Program.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**NON-AGENDA ITEMS & COMMENTS****-Commissioner Comments****INFORMATION ONLY REPORTS/ITEMS****ADJOURNMENT***Notice to the Public:*

Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the originating department or can be accessed through the Office of the City Clerk located at 603 All America Way, Sunnyvale, CA. during normal business hours and at the meeting location on the evening of the board or commission meeting, pursuant to Government Code §54957.5.

Agenda information is available by contacting Joey Mariano at (408) 730-7486. Agendas and associated reports are also available on the City's website at sunnyvale.ca.gov or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Joey Mariano at (408) 730-7486. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b) (1))



City of Sunnyvale

Agenda Item

17-0403

Agenda Date: 6/7/2017

Heritage Preservation Commission Recognition



City of Sunnyvale

Agenda Item

17-0627

Agenda Date: 6/7/2017

SUBJECT

Approve the Heritage Preservation Commission Meeting Minutes of May 3, 2017

RECOMMENDATION

Approve the Heritage Preservation Commission Meeting Minutes of May 3, 2017 as submitted.



City of Sunnyvale

Meeting Minutes - Draft Heritage Preservation Commission

Wednesday, May 3, 2017

7:00 PM

West Conference Room, City Hall, 456 W.
Olive Ave., Sunnyvale, CA 94086

CALL TO ORDER

Chair Michitaka called the meeting to order.

SALUTE TO THE FLAG

Chair Michitaka led the Pledge of Allegiance.

ROLL CALL

Chair Michitaka confirmed that Vice Chair Dietrich notified staff of her planned absence (excused).

Present: 5 - Chair Mike Michitaka
Commissioner Melanie Holthaus
Commissioner Dawn Hopkins
Commissioner Dixie Larsen
Commissioner Dale Mouritsen

Absent: 2 - Vice Chair Hannalore Dietrich
Commissioner Kenneth Valenzuela

ORAL COMMUNICATIONS

CONSENT CALENDAR

[17-0402](#) Approve the Heritage Preservation Commission Meeting Minutes of March 1, 2017

Comm. Hopkins moved to approve the Heritage Preservation Commission Meeting Minutes of March 1, 2017, as submitted. Comm. Mouritsen seconded.

Motion carried as follows:

PUBLIC HEARINGS/GENERAL BUSINESS

[17-0399](#) Study Session on the Update to the Murphy Design Guidelines Study Issue.

Amber Blizinski, Principal Planner, noted that George Schroeder, Associate

Planner will be the assigned Planner to study the Murphy Avenue Design Guidelines, as she will be on leave.

Ms. Blizinski noted that a hearing will include a walk-through on Murphy Avenue, and the historical consultant will be in attendance to clarify any questions the Commission may have. She said a second meeting will be scheduled for the recommendation to the City Council for the approval of the draft Murphy Avenue Design Guidelines. She presented a draft format of the new Murphy Avenue Design Guidelines. It will be used as a guide to determine the historical characteristics of each building and will help guide future decision-making.

Chair Michitaka confirmed that colors is not a factor in determining historical characteristics. Ms. Blizinski noted that the Commission may have an opinion in color choice, although it is not a character-defining feature.

Comm. Larsen noted that there are 35 separate buildings on North Murphy Avenue, and Ms. Blizinski confirmed that there will be specific guidelines for each building.

Comm. Hopkins discussed if blacked out windows will be addressed in the guidelines.

Comm. Larsen discussed if lighting and signage will be included in the guidelines.

Ms. Blizinski confirmed that general guidelines will be included, which will also address windows, lighting, and signs.

Noren Caliva-Lepe, Senior Planner, noted that the Commisison will have an opportunity to review the draft and recommend changes before it goes to the City Council.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

none

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

Chair Michitaka introduced the newly appointed Heritage Commissioner, Melanie Holthaus.

Comm. Holthaus introduced herself to the Commission, noting her background in economic development.

Chair Michitaka noted the training workshop they attended regarding heritage preservation. He discussed key points of the workshop, noting that historic preservation is one of the last entities that can control the modernization of the City and preserving its history.

Comm. Mouritsen noted a letter received from a citizen to Laura Babcock regarding the removal of trees in a historic area of the City close to the Hendy building. Ms. Caliva-Lepe stated that staff is looking into the issue and will forward correspondence to the Commissioners.

Comm. Hopkins noted that Fremont High School was brought up during the training workshop, and would like a follow-up from staff at a future meeting.

INFORMATION ONLY REPORTS/ITEMS

none

ADJOURNMENT

Chair Michitaka adjourned the meeting at 7:45 p.m.



City of Sunnyvale

Agenda Item

17-0619

Agenda Date: 6/7/2017

REPORT TO HERITAGE PRESERVATION COMMISSION

SUBJECT

Review Planning Program Budget and Fees for FY 2017-18

REPORT IN BRIEF

Attached is the Planning Program budget proposed for Fiscal Year (FY) 2017-2018. The full recommended budget is available online at:

<http://sunnyvale.ca.gov/Departments/Finance/BudgetDocuments.aspx>

Staff recommends that the Heritage Preservation Commission review the City Manager's Message/Letter of Transmittal. In addition, the Commission should also review the Community Development Department Narrative in Volume I, Operating Budget. This discussion includes information on past and projections of future activity.

The Planning program budget starts in Volume one (follows the department narrative). Excerpts for just the Planning Program budget are included in Attachment 1.

Boards and Commissions are asked to provide comments to the City Council on the recommended City budget where it could affect the Commission's work.

ENVIRONMENTAL REVIEW

The recommendation of the HPC on the budget is not subject to environmental review.

DISCUSSION

This is the second year of a two-year operating budget for the Planning Division. The structure and hours vary slightly from the current year (FY 2016-17) budget, with the inclusion of a new planner position to manage environmental review for projects and studies. The expenses are slightly higher, reflecting changes in the cost of living. In addition, the Planning Division has a supplemental project budget to provide on-call planning services to address the current high demand in development services.

Structure

The structure of the Planning Division budget has been similar for several budget cycles. The Planning budget is broken into three sections (called a Service Delivery Plan-SDP). They are: an SDP for Policy Planning, one for Development Services (also called zoning administration and current planning), and lastly an SDP for Management, Supervisory, and Administration Support Services.

Private development related activities are associated with an enterprise fund for Development Services. The Development Enterprise Fund supports all or some of the activities of the following divisions: Building, Planning, Engineering, Transportation and Traffic, Solid Waste, and Fire.

The first budget service area is Policy Planning. The primary activity affecting the Commission is Policy Reports, the first activity-234110. These policy reports include study issues, general plan updates and similar policy activities. The entire Policy Planning SDP, and a portion of the Management, Supervisory and Administration Support SDP (about 25%), will continue to be associated with the General Fund. Policy work is mostly funded from a General Plan Maintenance Fee (GPMF) collected with the issuance of building permits. The GPMF is assessed based on 0.15% of valuation used for building permits (based on a standardized table of values), and is applied to the same projects that are subject to a Construction Tax of 0.54% of building valuation.

The second service area in the Planning program is Development Review. Heritage Preservation Commission support is provided in the form of the various types of planning permits processed and zoning information provided by the Planning Division staff. Staff support to the HPC is mainly associated with those permit applications requiring a public hearing. A total of 946 permits were processed in the current fiscal year, of which two were considered by the HPC.

The third service area is Management, Supervisory and Administration Support Services. The activities include Management/Supervision (budget preparation, employee reviews, attendance at manager meetings, etc.) and Training. The third activity is called Administration and is for those tasks that do not easily fit into project work or the first two activities in this SDP.

As part of the proposed budget, policy projects such as the study issue for developing parking policies for downtown and for a review of increased housing for the Lawrence Station Area Plan are included.

Hours

FY 2017-2018 includes 1,760 more hours than last year, which reflects the new planner position for environmental review. FY 2017-2018 budget includes 30,750 hours. The current fiscal year experienced continued high growth and activity and staff anticipates that next fiscal year will be as busy. If the volume of applications increases, supplemental staffing is recommended in the proposed budget to address the number and complexity of projects. The number and classification of full-time employees proposed in the FY 2017-2018 budget is increased to allow a new Senior Planner position dedicated to CEQA and environmental review concerns and a limited-term planner position to provide development services support. The distribution of the hours among the activities is generally the same as the current fiscal year. As part of application fees for private development proposals, fees are collected to cover project planner attendance at outreach meetings, study sessions and public hearings. These fees cover staff hours over and above budgeted amounts.

Staff support to the Heritage Preservation Commissions does not change.

Non-Personnel Expenses

Most the expense for the Planning program is for staff salaries and benefits. For non-personnel expenses the budget includes funds for advertising of public hearings, books, office supplies, postage, training, etc. There are also expenses for rent and usage of facilities, furniture, vehicles, etc.

Total Expenses

The following table shows the past and proposed Planning Program Budgets.

OVERVIEW OF PLANNING PROGRAM BUDGETS

	2014/15	2015/16	2015/16	2016/17	2017/18
	Actual	Budget	Actual	Budget	Proposed
General Fund	596,803	594,896	577,698	628,439	671,644
Development Enterprise Fund	1,835,431	1,844,170	2,083,944	2,244,812	2,563,075
General Services	0	0	0	89,232	95,862
TOTAL	2,432,234	2,479,066	2,661,643	2,962,482	3,330,0581

Fee Schedule

A recommended fee schedule is considered by the City Council along with the recommended budget. Copies of the Planning related fees will be provided to the Planning Commission, if available, prior to the Monday May 22, 2017 Planning Commission public hearing. Recommendations for fees are primarily changed due to general cost of living increases. A new fee type has been created for Village Center Outreach Plans as discussed in the recently adopted Land Use and Transportation Element (LUTE).

PUBLIC HEARING

At the June 7, 2017 Heritage Preservation Commission hearing, staff will make a short presentation on current activity levels and will be available for any questions about the budget. The HPC has the option to make comments on the budget or to make a motion on the budget. The HPC discussion (and motion, if there is one) will be provided to the City Council and the adoption is scheduled for June 20, 2017.

PUBLIC CONTACT

Public contact was made through posting of the Heritage Preservation Commission agenda on the City's official-notice bulletin board and on the City's website.

RECOMMENDATION

Provide comments to the City Council or make a formal recommendation to the City Council on the Recommended FY 2017-2018 budget for the Planning Program.

Prepared by: Andrew Miner, Planning Officer

ATTACHMENTS

1. Recommended Planning Program 234 Budget

**City of Sunnyvale
Program Performance Budget**

Program 234 - Planning

Service Delivery Plan 23401 - Policy Planning

	2014/2015 Actual	2015/2016 Budget	2015/2016 Actual	2016/2017 Current	2017/2018 Plan
Activity 234101, 234102, 234110, 234111, 234112, 234113, 234114, 234115, 234116, 234117, 234118, 234119 - Policy Reports					
Product: A Report to Council					
Costs:	550,952.59	532,397.41	534,447.68	560,297.19	598,340.37
Products:	25.00	30.00	24.00	30.00	30.00
Hours:	4,460.58	4,736.00	3,428.46	4,748.00	4,748.00
Activity 234120, 234121, 234122, 234123 - Intergovernmental Planning Issues					
Costs:	45,850.87	62,498.53	42,960.70	68,141.98	73,303.94
Products:	0.00	0.00	0.00	0.00	0.00
Hours:	285.56	335.00	236.10	430.00	430.00
Totals for Service Delivery Plan 23401 - Policy Planning					
Costs:	596,803.46	594,895.94	577,408.38	628,439.17	671,644.31
Hours:	4,746.14	5,071.00	3,664.56	5,178.00	5,178.00

City of Sunnyvale
Program Performance Budget

Program 234 - Planning

Service Delivery Plan 23402 - Development Review

	2014/2015 Actual	2015/2016 Budget	2015/2016 Actual	2016/2017 Current	2017/2018 Plan
Activity 234220, 234221, 234222, 234223, 234224, 234225, 234226 - Public Hearing Land Use Permits [Deleted]					
Product: Permit Approved or Denied					
Costs:	0.00	0.00	289.82	0.00	0.00
Products:	0.00	0.00	0.00	0.00	0.00
Hours:	0.00	0.00	5.50	0.00	0.00
Totals for Service Delivery Plan 23402 - Development Review					
Costs:	0.00	0.00	289.82	0.00	0.00
Hours:	0.00	0.00	5.50	0.00	0.00

**City of Sunnyvale
Program Performance Budget**

Program 234 - Planning

Service Delivery Plan 23403 - Management, Supervisory, and Administration Support Services

	2014/2015 Actual	2015/2016 Budget	2015/2016 Actual	2016/2017 Current	2017/2018 Plan
Activity 234340 - Planning Division Management and Supervision					
Costs:	113,223.71	74,958.62	67,827.32	85,664.02	88,066.10
Products:	0.00	0.00	0.00	0.00	0.00
Hours:	794.16	595.00	571.24	615.00	615.00
Activity 234350 - Planning Division Administration					
Costs:	60,172.62	52,653.65	84,436.53	59,019.20	71,019.15
Products:	0.00	0.00	0.00	0.00	0.00
Hours:	763.25	580.00	1,173.09	595.00	683.00
Activity 234360 - Planning Division Staff Training and Development					
Costs:	34,480.57	51,146.15	46,593.32	60,938.89	64,775.40
Products:	0.00	0.00	0.00	0.00	0.00
Hours:	391.08	522.00	577.04	560.00	560.00
Totals for Service Delivery Plan 23403 - Management, Supervisory, and Administration Support Services					
Costs:	207,876.90	178,758.42	198,857.17	205,622.11	223,860.65
Hours:	1,948.49	1,697.00	2,321.37	1,770.00	1,858.00

City of Sunnyvale
Program Performance Budget

Program 234 - Planning**Service Delivery Plan 23404 - Development Review**

	2014/2015	2015/2016	2015/2016	2016/2017	2017/2018
	Actual	Budget	Actual	Current	Plan
Activity 234410, 234411, 234412, 234413, 234414 - Staff-level Land Use Permits					
Product: Permit Approved or Denied					
Costs:	334,772.41	277,625.40	382,290.85	416,312.28	555,960.10
Products:	897.00	1,000.00	1,019.00	950.00	950.00
Hours:	4,425.47	3,545.00	4,663.12	4,711.00	5,855.00
Activity 234420, 234421, 234422, 234423, 234424, 234425, 234426 - Public Hearing Land Use Permits					
Product: Permit Approved or Denied					
Costs:	783,130.47	779,030.11	985,138.15	890,110.39	976,524.09
Products:	102.00	125.00	117.00	125.00	125.00
Hours:	10,073.18	8,860.00	10,815.37	9,395.00	9,659.00
Activity 234430, 234431, 234432, 234433 - Land Use and Zoning Information					
Product: Customer Served					
Costs:	380,095.10	493,119.50	375,146.44	566,477.60	611,888.08
Products:	14,219.00	13,500.00	14,146.00	14,000.00	14,000.00
Hours:	4,336.65	5,375.00	4,254.98	5,395.00	5,483.00
Activity 234440, 234441 - Regular Building Plans					
Product: Regular Building Plan Permit Reviewed					
Costs:	86,989.41	83,741.85	94,281.33	76,959.80	99,409.75
Products:	794.00	495.00	400.00	590.00	590.00
Hours:	913.68	865.00	922.08	760.00	936.00
Activity 234450 - Express Building Plans					
Product: Minor Building Permit Reviewed					
Costs:	42,313.95	71,894.72	48,230.44	89,329.34	95,432.69
Products:	1,256.00	1,235.00	1,394.00	1,200.00	1,200.00
Hours:	445.39	777.00	496.72	901.00	901.00

**City of Sunnyvale
Program Performance Budget**

Program 234 - Planning

Service Delivery Plan 23404 - Development Review

	<u>2014/2015 Actual</u>	<u>2015/2016 Budget</u>	<u>2015/2016 Actual</u>	<u>2016/2017 Current</u>	<u>2017/2018 Plan</u>
Activity 234460 - Redevelopment Agency Support					
Costs:	252.72	0.00	0.00	0.00	0.00
Products:	0.00	0.00	0.00	0.00	0.00
Hours:	2.00	0.00	0.00	0.00	0.00
Activity 234470 - CEQA Support for Other Programs					
Costs:	0.00	0.00	0.00	89,231.89	95,861.59
Products:	0.00	0.00	0.00	0.00	0.00
Hours:	0.00	0.00	0.00	880.00	880.00
Totals for Service Delivery Plan 23404 - Development Review					
Costs:	1,627,554.06	1,705,411.58	1,885,087.21	2,128,421.30	2,435,076.30
Hours:	20,196.37	19,422.00	21,152.27	22,042.00	23,714.00
Totals for Program 234					
Costs:	2,432,234.42	2,479,065.94	2,661,642.58	2,962,482.58	3,330,581.26
Hours:	26,891.00	26,190.00	27,143.70	28,990.00	30,750.00