



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO HERITAGE PRESERVATION COMMISSION

SUBJECT

Review Planning Program Budget and Fees for FY 2018-19

ENVIRONMENTAL REVIEW

The Heritage Preservation Commission's review of the budget is not subject to environmental review.

DISCUSSION

Attached is the Planning Program budget proposed for Fiscal Year (FY) 2018-2019. The full recommended budget is available online at:

<https://sunnyvale.ca.gov/civicax/filebank/blobdload.aspx?blobid=25605>

Staff recommends that the Commission review the City Manager's Letter of Transmittal. In addition, the Commission should also review the Community Development Department Narrative in Volume I, Summary & 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). An excerpt which includes the Planning Program budget is 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.

Sunnyvale's budget process alternates each year between an operating and projects budget, and this year is focused on the operating budget. The City has moved from the long-used "productive hour" approach to a more commonly used Full Time Equivalent (FTE) method, which simplifies our process and still provides needed detail on staffing costs and allocations. The expenses are slightly higher, reflecting changes in the cost of living.

The Community Development Department added expenditures to reflect the continued high demand for services, including supplies, increasing credit card fees, and overtime for inspections and attendance at after hour meetings. In addition, the department added one Management Analyst to provide analytical support and assist with special projects. The Management Analyst position will not likely be associated with projects requiring review from the Heritage Preservation Commission.

Overview

The Planning Program oversees policy planning and current planning, with the aim of improving the quality of life in the City through comprehensive and effective policy planning. Program activities include preparing and administering the City's General Plan, specific plans and other land use policy documents, reviewing and processing development applications for planning permits, conducting research on Council-adopted study issues, reviewing proposed legislation affecting the City's zoning

authority, monitoring community conditions and conducting community outreach. Program staff also provides support to the Planning Commission and the Heritage Preservation Commission.

The Planning program is a part of the CDD budget. The upcoming budget is expected to increase in the current fiscal year to FY 2018/19 by 16% and slightly reduced for FY 2018/19 to FY 2019/20 by 3.3%. The budget reflects the expected continued (high) rate of application requests and the policy studies necessary to complete, and also anticipates reductions in those efforts in the future. Staff support to the Planning Commission and Heritage Preservation Commission will be unchanged.

Recent Planning Division Accomplishments

- Deleted 1.0 Planning Official position and added 1.0 Assistant Director of Community Development position in March 2018. The exchange was made to optimize department oversight and provide for succession planning opportunities within the department.
- Managed a large pipeline of residential, industrial/office/commercial (I/O/C) and hotel applications. New applications continue to be submitted, keeping the pipeline at approximately 4,000 housing units (10% affordable), 13.8 million gross square feet of I/O/C (7 million net square feet), and 14 hotel projects.
- Issued building permits for two housing projects with significant affordable housing components (St. Anton 20% and Mid-Pen 100%).
- Issued building permits and started construction for Lawrence Station Area Plan projects and Peery Park Projects.
- Start process to implement e-plan review; if implemented in full it will reduce the need for paper submittals and the storage area required for plans.
- Reviewed an extraordinarily high level of housing related legislation that was passed in 2017 (and resulted in 17 bills adopted by the Governor).
- Completed accessory dwelling unit policy study with code amendments (including changes required by recent state legislation).

Recent Heritage Preservation Commission Activity

- California Environmental Quality Act (CEQA) training provided by City staff in March 2018.
- Provided comments on the Draft Environmental Impact Report (EIR) for the Civic Center Master Plan in April 2018.
- Reviewed two Resource Alteration Permits (RAPs) so far for fiscal year 2017-2018, with at least two upcoming additional RAPs in the pipeline.
- Upcoming decision on the Murphy Station Design Guidelines in October 2018.

Fee Schedule

A recommended fee schedule is considered by the City Council along with the recommended budget. Recommendations for fees are primarily changed due to general cost of living increases.

PUBLIC HEARING

At the June 6, 2018 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 Heritage Preservation Commission has the option to make comments on the budget or to make a motion on the budget. The Heritage Preservation Commission discussion (and motion, if there is one) will be provided to the City Council for the public hearing on the recommended budget on June 12, 2018,

with adoption scheduled for June 26, 2018.

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 2018-2019 budget for the Planning Program.

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ATTACHMENTS

1. Community Development Program Budget Excerpt