

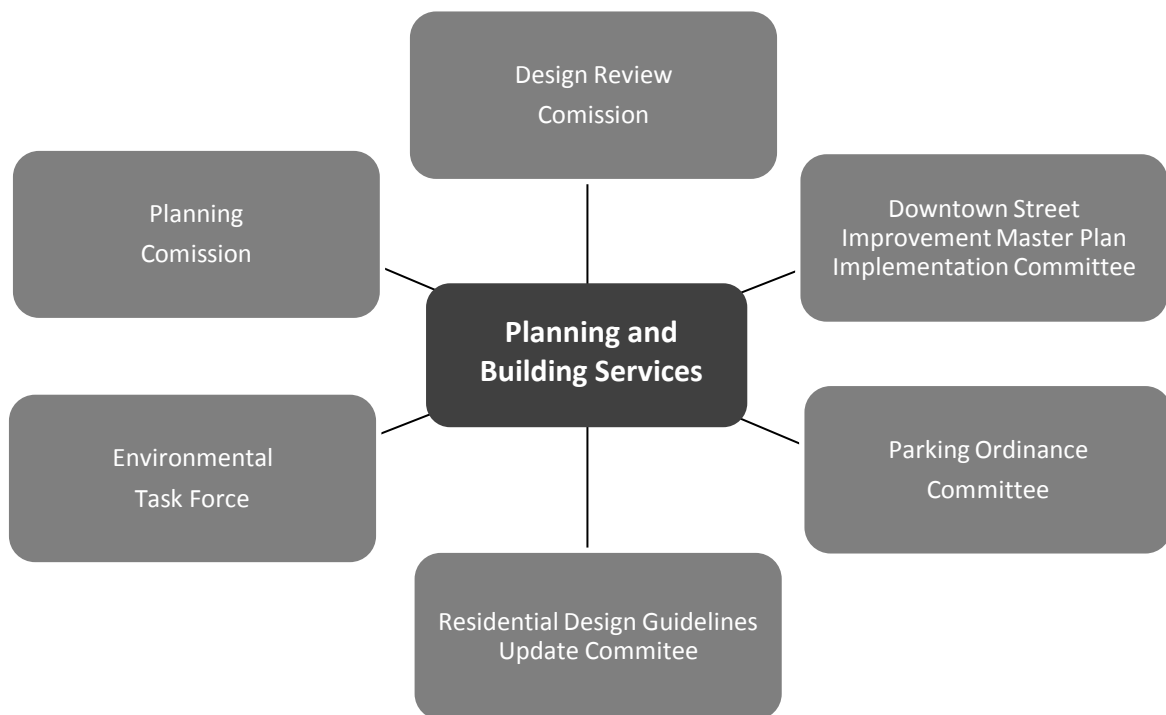
# 2017- 2018 Work Plan



**City of Lafayette  
Planning and Building Department  
May 8, 2017**

## Primary Responsibilities

1. Implement the goals of the General Plan and Downtown Specific Plan.
2. Staff and provide professional recommendations to the following boards:
  - Planning Commission
  - Design Review Commission
  - Environmental Task Force
  - Residential Design Guidelines Update Committee
  - Downtown Street Improvement Master Plan Implementation Committee
  - Parking Ordinance Committee
3. Provide quality assistance to the public in the areas of planning, zoning, land use and related activities.
4. Hear and decide discretionary approvals administered by the Zoning Administrator.
5. Process and review development applications in a timely and professional manner.
6. Undertake long range planning studies and updates to the General Plan, Specific Plans and zoning ordinance.
7. Monitor and comment on regional planning and development issues.
8. Process applications for building permits.
9. Investigate and resolve code violations.



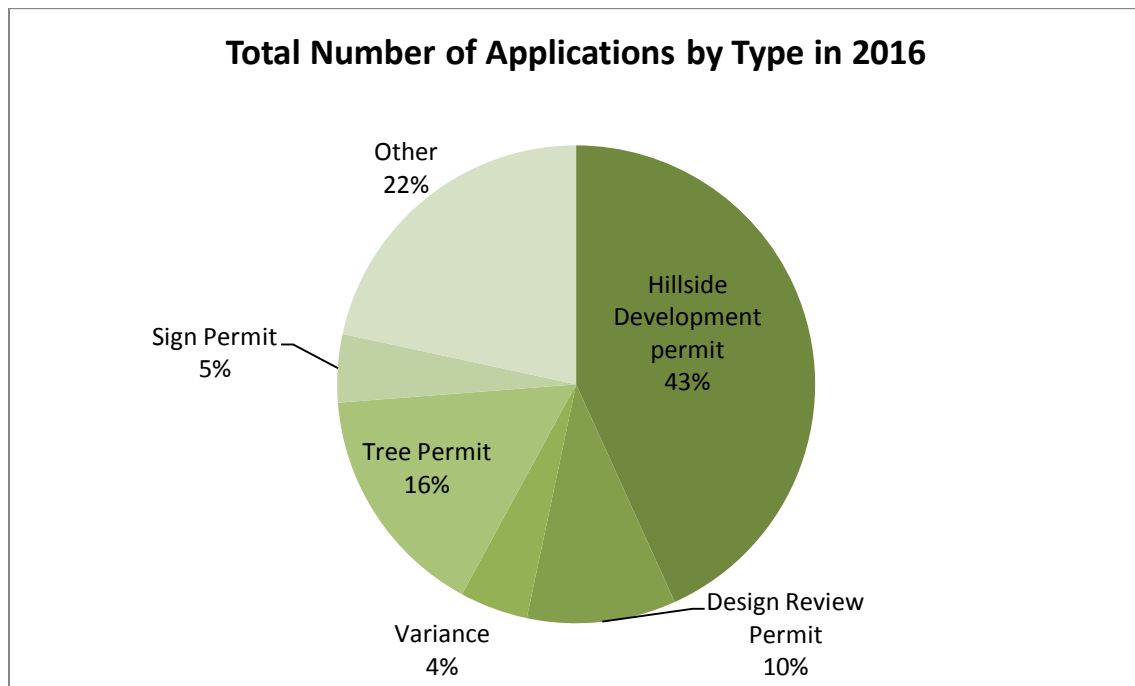
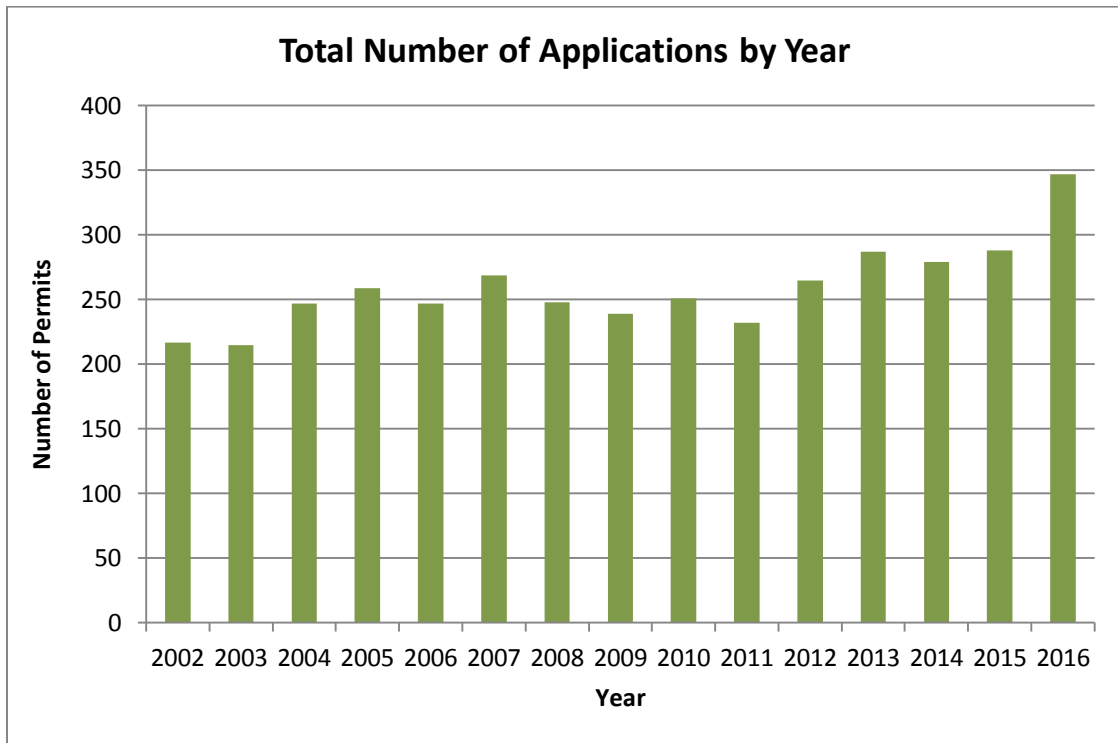
**Applications Summary 2002-2016 (calendar year)**

Type <sup>1</sup>	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Total
Certificate of Compliance	-	1	2	1	1	1	0	0	2	1	1	1	0	1	2	14
Change of Address	19	4	0	10	10	5	10	8	11	4	14	6	8	15	13	137
Design Review	65	34	35	40	51	32	40	24	26	22	26	22	30	23	35	505
General Plan Amendment	0	2	3	1	0	0	2	3	1	1	1	0	1	0	3	18
Grading Permit	-	-	3	3	1	3	1	2	2	3	1	13	12	10	8	62
HDP/DR (OTC)	-	-	-	-	-	87	75	72	97	73	95	117	83	91	93	883
Hillside Development	40	91	98	104	97	62	48	45	33	39	35	38	41	52	57	880
Land Use Permit	16	7	6	13	8	6	5	1	17	15	11	5	3	9	9	131
Lot Line Revisions	7	6	9	10	11	11	8	9	5	7	3	9	8	7	3	113
Minor Subdivision	1	4	5	6	6	2	1	1	0	2	3	2	1	2	1	37
Rezone	1	2	2	2	0	0	1	0	0	1	0	0	0	1	1	11
Right of Way Abandonment	0	0	4	1	0	0	0	4	0	0	0	1	1	1	1	13
Second Unit <sup>2</sup>	-	10	11	6	5	5	8	7	5	4	5	3	2	6	13	90
Sign Permit	10	16	10	13	6	10	9	16	10	2	12	6	10	6	16	152
Temporary Land Use	6	3	3	3	3	3	3	4	4	4	5	4	4	2	3	54
Tract	1	0	2	1	0	0	0	0	0	0	1	0	0	0	3	8
Tree Permit	-	2	19	18	19	13	16	15	28	32	32	35	45	43	55	372
Variance	50	27	34	25	28	27	21	22	10	21	15	12	14	15	16	337
Wireless Facilities <sup>4</sup>	-	-	-	-	-	-	-	-	-	-	-	12	8	3	13	36
Zoning Text Amendment	1	7	1	2	1	2	0	6	0	1	5	1	7	1	2	37
<b>TOTAL<sup>3</sup></b>	<b>217</b>	<b>215</b>	<b>247</b>	<b>259</b>	<b>247</b>	<b>269</b>	<b>248</b>	<b>239</b>	<b>251</b>	<b>232</b>	<b>265</b>	<b>287</b>	<b>279</b>	<b>288</b>	<b>347</b>	<b>3,890</b>

<sup>1</sup> "-" indicates that the application type did not exist at that point in time.

<sup>2</sup> Second Units processed under a Land Use Permit prior to 2003 / WCF permits processed under Land Use Permits prior to 2012.

<sup>3</sup> Does not include SPA or Study Session Applications (Note: There were **12 Study Session** applications in 2016)



**Planning Commission**

The Planning Commission was established to implement the planning and zoning regulations of the City of Lafayette. See the table below for their agenda load from 2001 to 2016:

PLANNING COMMISSION AGENDA LOAD 2001-2016																
Planning Commission	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Number of meetings	28	28	29	25	27	24	25	23	21	26	23	26	20	18	24	22
Number of items considered	116	122	84	115	70	78	77	60	48	38	36	55	41	37	64	59
Number of new applications considered	7	37	44	40	34	42	33	34	29	19	24	23	24	18	34	35

The Planning Commission’s 2017-2018 proposed work plan is as follows:

- Review and revise the hillside ordinance’s two-phased review process.
- Implement the General Plan and the Downtown Specific Plan.
- Exercise the powers and duties prescribed by the statute and ordinance and as assigned by the City Council.
- Hear and decide land use permits, variances, design review, hillside permits, and subdivision approvals.
- Advise the City Council on administration of the laws governing approval of rezoning, planned developments, and ordinance changes.
- Evaluate planning procedures to provide services in the most expeditious fashion without sacrificing quality of review.
- Evaluate the existing level of review of new development and where necessary to implement General Plan goals and recommend changes to the City Council.

**Current Commissioners:**

- Jeanne Ateljevich, Chair
- Peter Gutzwiller, Vice Chair
- Steven Bliss
- Thomas Chastain
- Patricia Curtin
- Gary Huisingh
- Will Lovitt

There are 170 built or entitled below-market-rate housing units in the downtown. One hundred and four of them were approved within the last 20 years.



**Design Review Commission**

The Design Review Commission was established to advise the Planning Commission and City Council on matters relating to aesthetics and the physical appearance of the City of Lafayette, as well as on those matters for which it is the designated decision making body. See the table below for their agenda load from 2001 to 2016:

DESIGN REVIEW COMMISSION AGENDA LOAD 2001-2016																
Design Review Commission	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Number of meetings	19	29	33	27	28	28	25	20	22	24	18	20	18	27	30	29
Number of items considered	129	166	165	215	143	150	124	110	82	60	40	69	54	88	91	71
Number of new applications considered	43	57	88	68	65	72	52	39	27	28	24	26	39	33	27	55

The Design Review Commission’s 2017-18 proposed work plan is as follows:

- Update the Residential Design Guidelines.
- Hear and decide applications for design review and hillside development permits.
- Serve as a referral body to the Planning Commission on land use, subdivision, and variance applications.
- Process and review applications in a timely and professional manner.
- Support the Downtown Street Improvement Master Plan Implementation Committee.

**Current Commissioners:**

- Bob Cleaver, Chair
- Ritch Voss, Vice Chair
- Anko Chen
- Patrick Collins
- Richard Marshall

In 2016, the City received 150 applications for Hillside Development Permits.





**Zoning Administrator**

The Assistant Planning and Building Services Director acts as the Zoning Administrator. The Zoning Administrator may act on minor projects such as changes in exterior colors and materials, landscaping and paving improvements, ground-level additions and accessory buildings. The Zoning Administrator also has the discretion to refer an application to the Design Review Commission or to the Planning Commission. See the table below for the Zoning Administrator’s agenda load from 2001 to 2016:

ZONING ADMINISTRATOR AGENDA LOAD 2001-2016																
Zoning Administrator	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Number of meetings	n/a	22	28	28	21	24	22	19	16	16	20	23	20	23	24	22
Number of new applications considered	56	60	54	61	53	51	40	35	22	23	27	38	24	29	34	45

**Downtown Street Improvement Master Plan Implementation Committee**

The City of Lafayette adopted its Downtown Street Improvement Master Plan in 1988. The Plan guides developers and staff in making improvements to street frontage in downtown Lafayette. The goal of the plan is to develop a cohesive, positive visual image for Lafayette’s downtown while providing amenities to make the downtown a more comfortable, safer and enjoyable place. The five members of the Downtown Street Improvement Master Plan Implementation Committee (DSIMPIC), appointed by the City Council, are charged with implementation of the Plan.

**Tasks undertaken in 2016 -17**

- Reviewed private developments impacting the public realm including the Safeway Parking Lot Expansion and the reconstruction of Fire Station 16 on Los Arabis Drive.
- Reviewed the Draft Downtown Creeks Master Plan and provided comments to Public Works
- Continued work on updating the DSIMP standards and specifications booklet.
- Liaised with Public Works to reduce maintenance and watering costs for medians in the Downtown.



**Tasks for 2017-18**

- Complete the standards and specifications booklet update.
- Review private developments impacting the public realm.
- Work with the East End Coalition to update the East End section of the Plan.



**Current Committee Members:**

- Jeanne Ateljevich, Chair
- Martha Lee, Vice Chair
- Bob Cleaver
- Erling Horn
- Pamela Winther

## Environmental Task Force

The City is committed to developing and implementing environmental policies and programs that will enable the City and its residents to meet their present needs without sacrificing the ability of future generations to meet their needs.

The Task Force's responsibilities include:

- Developing and implementing environmental policies and programs from the Environmental Strategy
- Developing an Environmental Action Plan
- Monitoring environmental indicators annually, such as:
  - Water Consumption
  - Electricity Use
  - Natural Gas Use
  - Solar Permit Applications

### Tasks undertaken in 2016-17

- Joined and implemented a Community Choice Aggregation Program- Marin Clean Energy (MCE)
- Continued to implement various PACE Programs
- Applied for and received an electric vehicle charging station grant
- Began implementation of electric vehicle charging stations in the downtown
- Joined the East Bay SunShares Program
- Selected Green Award recipients
- Implemented the California Youth Energy Services Program
- Worked on the Environmental Action Plan

### Tasks for 2017-18

- Complete implementation of electric vehicle charging stations in the downtown
- Complete Environmental Action Plan
- Complete a water efficient landscape ordinance
- Select Green Award recipients
- Undertake the PACE Program community outreach

### Current Task Force Members:

- Greg Meronek, Chair
- Mark Higgins, Vice Chair
- Bart Carr
- John Hansen
- Dick Holt
- Nicholas Mack
- Matthew Rodger
- Linda Staaf
- Vacancy



In 2016, Lafayette joined MCE Clean Energy. 89.17% of the community is currently served by MCE, with 2.14% that have chosen MCE's Deep Green 100% renewable energy service.





**Code Enforcement**

Calls for Service Received in 2016														
Inquiry Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
Noise	6	9	7	8	18	22	23	34	16	12	9	9	173	19%
Screening (inoperable vehicles, boats, debris, etc.)	17	11	6	5	6	17	17	19	14	10	8	11	141	16%
Zoning	2	2	12	9	13	15	8	13	20	9	11	4	118	13%
Building	9	8	13	5	12	10	14	12	16	3	9	3	114	13%
Other (health/safety hazards and general public nuisances)	9	4	6	6	8	10	9	13	12	8	9	5	99	11%
Public Property	5	5	9	13	7	2	6	11	7	4	2	3	74	8%
Temporary Signs	4	6	13	4	6	5	2	5	5	7	3	5	65	7%
Fire Hazards	0	0	0	3	6	15	11	4	0	0	0	1	40	4%
Animals	6	2	5	2	4	0	2	2	2	3	7	0	35	4%
Property Maintenance	1	0	0	1	5	5	5	6	1	4	1	4	33	4%
<b>TOTALS</b>	59	47	71	56	85	101	97	119	93	60	59	45	<b>892</b>	-
<b>Violations</b>	34	28	39	23	44	66	55	45	32	24	24	22	<b>436</b>	-

## Code Enforcement Appeals Board

The Code Enforcement Appeals Board hears appeals to code enforcement citations and appeals to decisions related to the Code Enforcement Chapter of the Lafayette Municipal Code (Chapter 8-21). The board consists of three members and convenes on an as-needed basis.

### Tasks undertaken in 2016-17

- The board has held two meetings to discuss streamlining the Code Enforcement process during the 2016-2017 fiscal year:
  - September 7, 2016
  - January 1, 2017

### Current Code Enforcement Appeals Hearing Board Members:

- Clyde Long, Chair
- Greg Meronek
- Eric Schaffer

Noise complaints increased by 73% from 2015 to 2016.



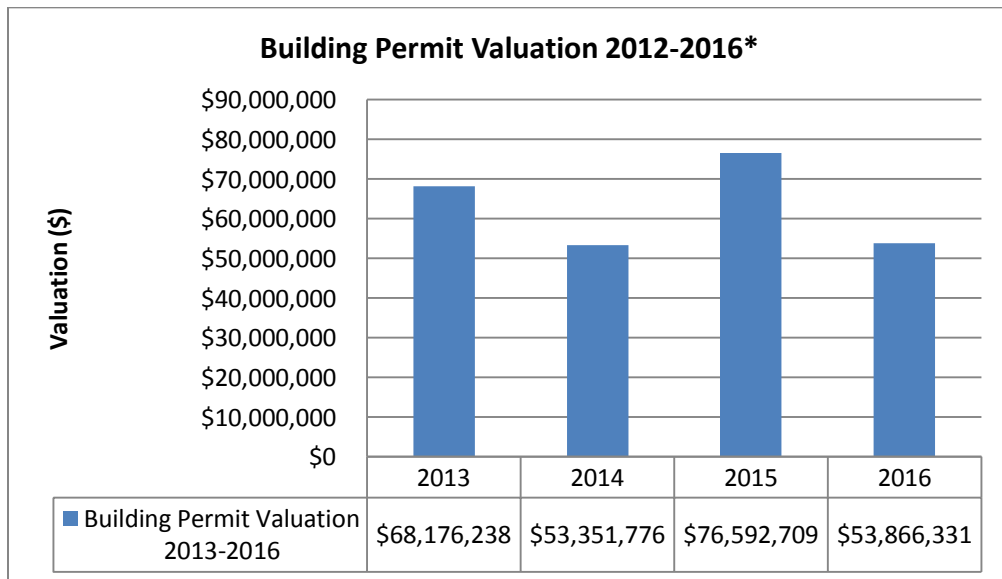
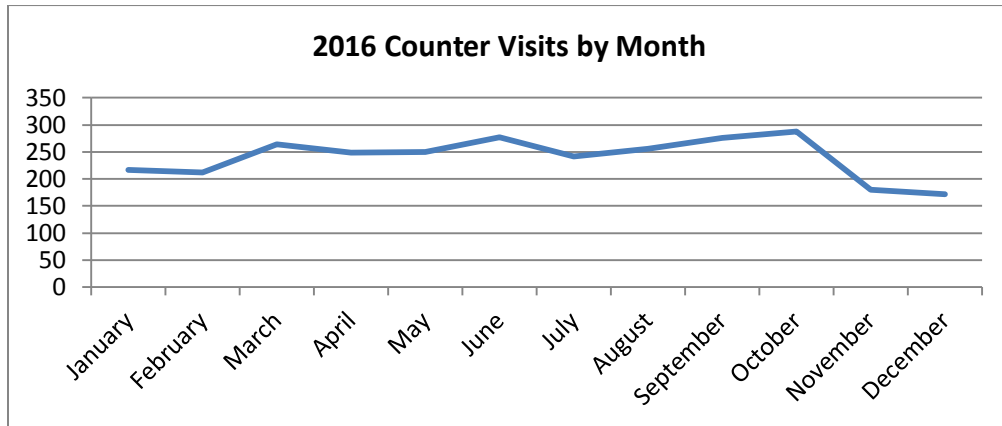
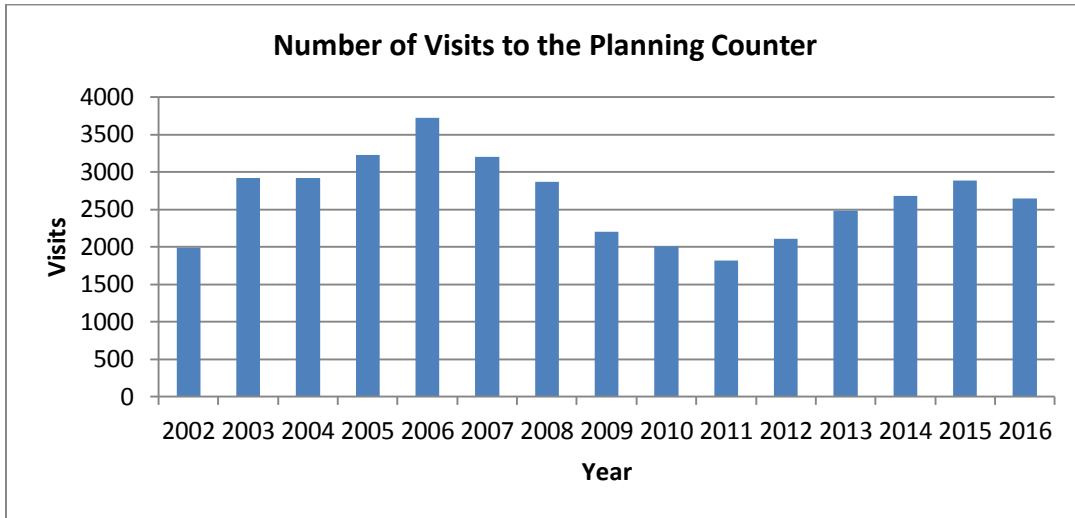
**The City's code enforcement services were transferred to the police department in April 2017**

**Planning Counter: Noon to 5 PM Weekdays**

PUBLIC ASSISTANCE: PLANNING COUNTER VISIT LOG <sup>4</sup> - 2002 - 2016															
Month	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	-	243	288	236	266	217	259	209	116	155	159	199	236	217	160
February	-	235	129	288	282	297	243	175	126	117	155	197	196	212	210
March	-	275	300	314	187	382	347	184	174	156	184	195	222	264	237
April	-	273	279	254	292	295	225	212	182	180	184	228	258	249	220
May	276	249	266	279	337	295	213	196	172	196	232	236	280	250	240
June	249	268	299	321	373	293	321	191	184	162	208	184	263	277	239
July	263	267	271	311	340	304	240	204	216	152	152	240	224	242	187
August	240	315	273	249	313	308	257	181	211	150	168	238	223	256	277
September	251	241	254	300	356	317	233	165	164	160	180	235	215	276	263
October	245	252	226	240	374	306	224	185	189	152	208	238	207	288	235
November	188	163	179	277	269	287	157	170	166	144	180	164	176	180	205
December	186	136	153	159	338	196	151	127	102	96	97	134	178	172	178
<b>TOTAL</b>	<b>1991</b>	<b>2917</b>	<b>2917</b>	<b>3228</b>	<b>3727</b>	<b>3202</b>	<b>2870</b>	<b>2199</b>	<b>2002</b>	<b>1820</b>	<b>2107</b>	<b>2488</b>	<b>2678</b>	<b>2883</b>	<b>2651</b>

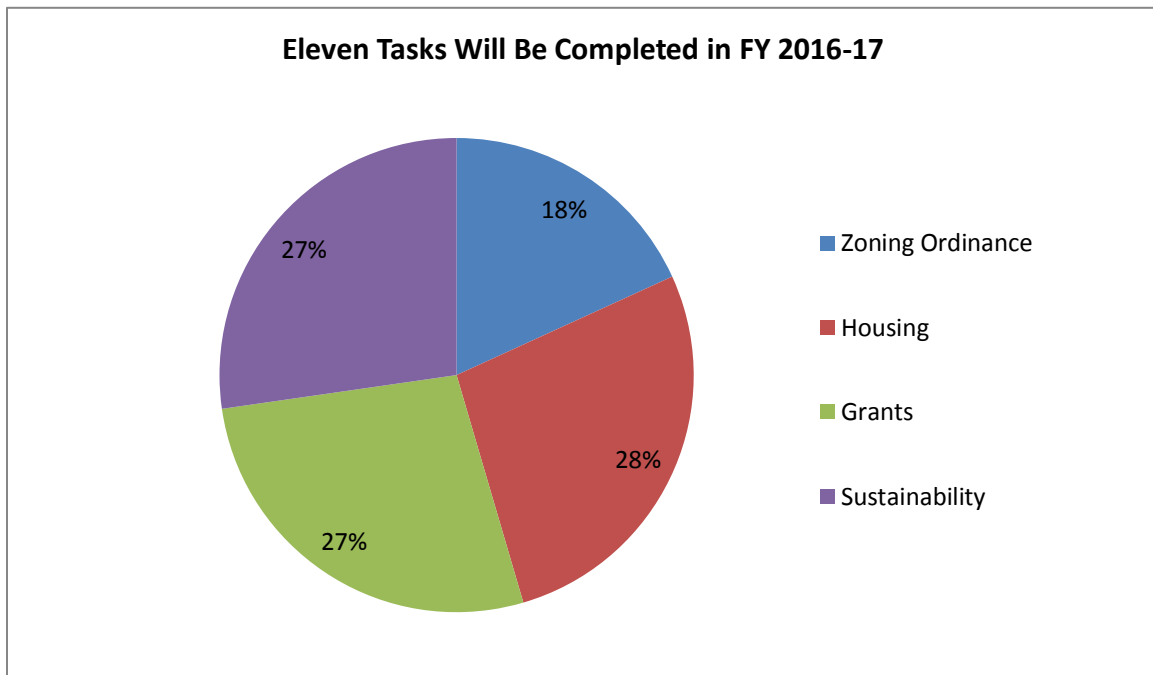
<sup>4</sup> Number of persons per month based on counter sign-in sheets. Public assistance is also provided via e-mail and telephone.

**Planning Counter**



\* Does not include grading, electrical, mechanical and plumbing permits

## Long Range Tasks Completed: 2001 – June 30, 2017<sup>5</sup>



### General and Specific Plans

1. General Plan Update
2. Downtown Specific Plan
3. Public Art Master Plan
4. Open Space Plan
5. Growth Management Element Update
6. Rural Residential -5 study and amendments to the General Plan Map
7. Downtown Design Guidelines
8. State-certified Housing Element (2002, 2011, 2015)
9. Reclassification of APO parcels

### Zoning Ordinance

1. Recreation Court Ordinance
2. Tree Protection Ordinance
3. Plaza Way Overlay Ordinance
4. Medical Marijuana Dispensary Ordinance
5. Wireless Communications Facilities Ordinance
6. Public Art Ordinance
7. Senior Housing Overlay Ordinance
8. Hillside Ordinance Revisions (2002/2003 & 2006)
9. Rezoning of Parcels to LR-5, LR-10; Creation of the LR-5 District
10. Lot Line Adjustment Ordinance Revisions
11. Parking Ordinance Revisions to Update Parking Development Payment Fees
12. Design Review Chapter Revisions to Add Structures Exceeding 17-ft. in Height Trigger

<sup>5</sup> Tasks in green indicate tasks that are completed or will be completed during this fiscal year.

**Long Range Tasks Completed: 2001- June 30, 2017**

**Zoning Ordinance (continued)**

13. Sign Ordinance Revisions
14. Code Enforcement Ordinance Revisions
15. Second Unit Ordinance Revisions
16. Digitizing Zoning Map
17. Design Review Findings for Downtown Development
18. Sunset Period to Convert Units Back to Residential Use
19. Livestock (chicken) Regulations
20. Tree Protection Ordinance Update
21. Public Art Ordinance Update
22. Downtown demolition regulations
23. Medical Cannabis Ordinance Update
- 24. Urgency ordinance on accessory dwelling units**
- 25. Appeals ordinance update**



Lafayette residents have registered more than 300 cars in the Happy Valley Road Resident Parking Permit Program

**Housing**

1. Reasonable Accommodations Ordinance
2. Emergency Shelter Ordinance
3. Zoning Ordinance Revisions to Allow Housing by Right in the Downtown
4. Zoning Ordinance Revisions to Amend Manufactured Housing Regulations
5. Density Bonus Policy
6. Inventory of Illegally Converted Residential Structures in the Downtown
7. Zoning Ordinance Update to include Transitional and Supportive Housing
8. Density Bonus Ordinance
9. Inventory of Vacant and Underdeveloped Land within City Limits and Sphere of Influence
10. Annual evaluation of DSP, RHNA and Emergency Shelter Sites
11. Housing Element Update and State Certification 2015-2022
12. Inclusionary Housing Ordinance
- 13. Annual Report to HCD**
- 14. Inclusionary housing ordinance update**
- 15. Update to the housing page on City's website**

**Municipal & Other Codes**

1. Property Maintenance Ordinance
2. Massage Establishment Ordinance
3. Construction and Demolition Debris Recycling Ordinance
4. Recycled Water Ordinance



**Municipal & Other Codes (continued)**

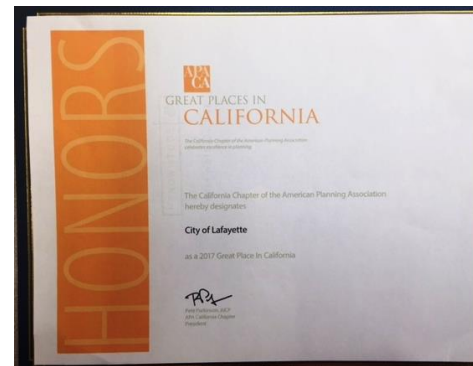
5. Grading Ordinance Revisions
6. Very High Fire Hazard Severity Zones Map for Lafayette
7. Single Use Carryout Bags and Food Packaging Recycling Ordinance
8. Streamlined Building Permit Process for Small Residential Rooftop Solar Energy Systems

**Grants & Awards**

1. Energy Efficiency and Conservation Block Grant (\$137,000): convert downtown streets lights to energy efficient fixtures
2. Energy Efficiency and Conservation Block Grant (\$26,500 + \$22,000 match from housing funds): install energy efficient appliances at Chateau Lafayette and replace a roof
3. Technical Assistance Program Grant (\$50,000)
4. Bay Area Quality Management District (BAAQMD) grant (\$75,000): carbon modeling of the Downtown Strategy alternatives
5. East Bay Energy Watch Grant (\$5,700): outreach for energy efficiency upgrades in residential properties
6. CalRecycle Grant (\$5,000 in 2010, \$6,660 in 2011, \$6,755 in 2012, \$6,768 in 2013, \$6,666 in 2014, and \$6,766 in 2015)
7. Rising Sun Energy Center's California Youth Energy Services (\$150,000 in 2015, and \$160,000 in 2016): provide residents with no-cost energy and water conservation services
8. Bay Area Air Quality and Management District (BAAQMD) Charge! grant (\$12,000): electric vehicle charging stations in the downtown
9. **South BART entry improvements – partnership with Engineering Department and BART (\$1,900,000)**
10. **Great Places in California Award from American Planning Assn.**
11. **BAAQMD grant for EV charging stations (\$12,000)**

**Other**

1. Redevelopment 5-year Implementation Plan
2. Environmental Strategy
3. Multi-Jurisdictional Hazard Mitigation Plan
4. 2009-10 Lafayette Stimulus Package adoption and Application
5. Downtown Core Parking Assessment
6. Priority Development Area Designation of the Downtown
7. Municipal and Community Greenhouse Gas Emissions inventory 2005 and 2010
8. Walkways and Drainage Impact Fees Revisions
9. Conservation and Scenic Easement Document Revisions
10. Demolition of Structures in the Downtown Policy
11. Temporary Homeless Shelters Policy
12. Public Notification Policy
13. Participation in Sustainable Communities Strategy and RHNA processes
14. Commenting on DEIR for Moraga's Bollinger Project

**2017 Great Places Award!**

**Other (continued)**

15. Commenting on Scoping of EIR for Saranap Village Project
16. Implemented the Community Choice Aggregation program- Marin Clean Energy
17. PG&E Pipeline Pathways Project
18. Joined East Bay SunShares program enabling the installation of residential rooftop solar

**Streamlining/Improving Procedures**

1. Advanced the packet deliveries to the Planning and Design Review Commission to a minimum of five days before the meeting: Allows the public and Commissions more time to read the reports
2. Advance posting of application materials and plans to the City's website when Notice of Public Hearing is mailed, rather than waiting until the staff report is prepared: Provides the public an early and easy means to access materials
3. Customer satisfaction survey distributed to applicants after action on an application and available at the Planning counter: to improve the way we do business
4. Process authorizing the City Manager, rather than City Council, to execute standard agreements (Landscape Maintenance Agreement, Storm water, and Second Units): Saves time for applicants
5. Municipal code revisions to allow most applications to be acted upon by the zoning administrator: Saves applicants time and money
6. Creation of the assisted-zoning administrator (AZA) process: Saves applicants time and money, reduces Design Review Commission work load
7. Direct access to the County Building Department's permit tracking system: eliminates paperwork to place holds on inspections, and speeds up release time for applicants
8. Flat fee structure for Planning services: applicants know costs upfront; reduces work for Accounting
9. Applications Review Committee: Streamlines review of incoming applications
10. Updates to the City's web site: New FAQs, all Planning handouts & application forms, examples of good submittals, "How to Get a Building Permit," "Tips for success", and "What to expect at public meetings"
11. Procedure to place holds on framing inspections: Midpoint review to ensure compliance with conditions of approval
12. Digital presentation of applications at Commission meetings
13. Creation of email [planner@lovelafayette.org](mailto:planner@lovelafayette.org) as an additional way to contact staff
14. Updated database: Better track applications, status, process and long-range record keeping
15. Added a link to a customer service survey in all outgoing department emails
16. Set up Community View (Interactive GIS Map): Allows public to access preliminary zoning information online
17. New code enforcement mobile application: Allows community members to submit code enforcement complaints and photographs from mobile devices to the City
18. Introduced Green Halo Systems: Enables online registration and tracking of Waste Management Plans
19. Assessed the discretionary process with the Design Review Commission and developed steps for improvement.
20. Created interactive webpage displaying major development projects in Lafayette.
21. Tree Permits can now be submitted online without having to visit City Offices.

**Planning Revenues and Expenditures**

REVENUE BREAKDOWN				
Fiscal Year	Total Revenues Received (\$)	Building Permit Surcharge (\$)	Application Fees (\$)	Regional Traffic Fee (\$)
2007-2008	853,017	340,813 (40%)	476,271 (56%)	35,933 (4%)
2008-2009	708,854	274,021 (39%)	383,205 (54%)	51,628 (7%)
2009-2010	638,848	276,962 (43%)	332,608 (52%)	29,278 (5%)
2010-2011	719,188	315,171 (44%)	359,612 (50%)	44,405 (6%)
2011-2012	1,122,279	366,609 (33%)	689,066 (61%)	66,604 (6%)
2012-2013	1,082,553	531,358 (49%)	551,195 (51%)	-
2013-2014	1,059,622	445,523 (42%)	614,099 (58%)	-
2014-2015	1,011,427	533,059 (53%)	478,368 (47%)	-
2015-2016	1,086,820	552,177 (51%)	534,643 (49%)	-

PLANNING REVENUES			
Fiscal Year	Total Revenues Received (\$)	Total General Fund Expenditures <sup>6</sup> (\$)	Revenues as a % of Expenditures
2007-2008	853,017	1,010,938	84
2008-2009	708,854	1,070,647	66
2009-2010	638,848	1,060,026	60
2010-2011	719,188	1,136,617	64
2011-2012	1,122,279	1,606,110	70
2012-2013	1,082,553	1,511,986	72
2013-2014	1,059,622	1,364,611	78
2014-2015	1,011,427	1,314,018	77
2015-2016	1,086,820	1,352,750	80

In 2016, building permits were issued for new homes, commercial buildings, remodels and additions valued at \$53,800,000



<sup>6</sup> Includes Planning Commission, Design Review Commission, Planning Services and Code Enforcement

## Fiscal Year 2016-2017 Task List - Year End Review

Category	Task	Priority	Status
General Plan / Housing Element/Guidelines	1. H-2.5.2: Establish a process to <b>legalize existing nonconforming second units</b>	A	75% complete. On hold until the ADU ordinance is updated (see new, unanticipated tasks below)
	2. Adopt a <b>housing in lieu fee</b> (associated with the inclusionary housing ordinance)	A	10% complete
	3. H-6.1.1: Strengthen <b>design review findings</b> to ensure that new homes and additions are in keeping with the character of the neighborhood (in conjunction with #6: updating the Residential Design Guidelines)	A	Will be done in conjunction with Task 6: RDG Update
	4. H-2.7.2: <b>Lot Consolidation</b> and Redevelopment of Non-Vacant Sites	B <sup>7</sup>	10% complete
	5. H-5.3.1: File <b>annual report</b> with HCD (mandatory)	A	Completed
	6. Update the <b>Residential Design Review Guidelines (“RDG”)</b> (managed by the Design Review Commission)	A	30% complete
Zoning Ordinance Update	7. <b>Downtown zoning</b> districts	A	50% complete
	8. <b>Activity classifications</b> and definitions	A	90% complete
	9. <b>Zoning map</b>	A	Awaiting completion of Task 7
	10. <b>Off-Street Parking Ordinance &amp; Parking Management Strategy</b>	A	90% complete
	11. <b>Hillside</b> Ordinance two-phased review update (managed by the Planning Commission)	A	30% complete
	12. <b>Wireless communications</b> facilities	A	No work done
	13. Update <b>Sign</b> Ordinance	B	No work done
DSIMP Update	14. Update <b>specs and standards booklet</b>	A	25% complete
	15. Update DSIMP - <b>East End section</b>	B	No work done
Environmental Task Force	16. H-1.5.5: Adopt an <b>Environmental Action Plan</b>	B	75% complete
	17. Adopt a <b>water efficient landscape</b> ordinance	A	80% complete

<sup>7</sup> “B” tasks will begin after “A” tasks in that category are completed.

Category	Task	Priority	Status
	18. Implement <b>Community Choice Aggregation Program</b> - Marin Clean Energy	A	Completed
Other	19. PG&E <b>Pathways Pipeline Project</b> : negotiate agreement with PG&E	A	Completed
	20. BART south entrance <b>pathway project</b> : Apply and receive grants	A	Completed
Unanticipated tasks added after the approval of the work plan	21. <b>Accessory dwelling unit</b> ordinance update (added in December 2016)		75% completed
	22. <b>Marijuana</b> ordinance (added in January 2017)		50% completed
	23. <b>Appeals</b> ordinance update (added in February 2017)		80% completed
	24. <b>Inclusionary housing</b> ordinance update (added in March 2017)		Completed
	25. <b>Code enforcement</b> ordinance update (added in March 2017)		75% completed

<b>Fiscal Year 2017-2018 Draft Task List</b>
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Category	Task	Priority
General Plan/ Housing Element/Guidelines	1. H-2.5.2: Establish a process to <b>legalize existing nonconforming second units</b> and update <b>accessory dwelling unit</b> ordinance	A
	2. Adopt a <b>housing in lieu fee</b> (associated with the inclusionary housing ordinance)	B
	3. H-6.1.1: Strengthen <b>design review findings</b> to ensure that new homes and additions are in keeping with the character of the neighborhood (in conjunction with #6: updating the Residential Design Guidelines)	A
	4. H-2.7.2: <b>Lot Consolidation</b> and Redevelopment of Non-Vacant Sites	B <sup>8</sup>
	5. H-5.3.1: File <b>annual report</b> with HCD (mandatory)	A
	6. Update the <b>Residential Design Review Guidelines</b> (managed by the Design Review Commission)	A
Zoning Ordinance Update	7. Update <b>downtown zoning</b> districts	A
	8. Update <b>activity classifications</b> and definitions	A
	9. Update <b>zoning map</b>	A
	10. Adopt Off-Street <b>Parking Ordinance &amp; Parking Management Strategy</b>	A
	11. <b>Hillside</b> Ordinance two-phased review update (managed by the Planning Commission)	A
	12. <b>Wireless communications</b> facilities	A
	13. Update <b>sign</b> ordinance	B
	14. Adopt <b>marijuana</b> ordinance	A
	15. Update <b>appeals</b> section of zoning ordinance	A
	16. Update <b>code enforcement</b> ordinance	B
DSIMPIC	17. Update <b>specs and standards booklet</b>	A
	18. Update DSIMP - <b>East End section</b>	B
Environmental Task Force	19. H-1.5.5: Adopt an <b>Environmental Action Plan</b>	A

<sup>8</sup> "B" tasks will begin after "A" tasks in that category are completed.



Category	Task	Priority
	20. Adopt a <b>water efficient landscape</b> ordinance	A

<b>List of Other Tasks</b>
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1. Update the noise ordinance.
2. Adopt a view protection ordinance.
3. Adopt multifamily design guidelines
4. Adopt local CEQA guidelines
5. Conduct an analysis of downtown zoning districts to determine whether density changes are warranted
6. Consider implementing an "adaptive reuse" grant and loan program for the rehabilitation and retrofit of existing commercial structures
7. Work with the Lafayette Chamber of Commerce and local businesses to determine the level of interest in establishing a Business Improvement District
8. Revise the Zoning Ordinance to permit childcare facilities/large family day care, subject to a conditional use permit with findings as allowed by State law
9. Work with local colleges and universities to develop an archaeological sensitivity map for Lafayette
10. Update the newsrack ordinance
11. Establish incentives for preservation and restoration of historic buildings and sites
12. Adopt a City subdivision ordinance that reflects local conditions and standards
13. Adopt policy on staging of public works projects
14. Consider adopting a General Plan Maintenance fee

Can I make an appointment to see a planner? **Do I need a building permit to do certain work?** Does my neighbor need a building permit to do certain work? **How do I get a building permit?** How do I get a re-roof permit? How do I get property information? **What is my zoning district?** How do I talk to planners? What are counter hours? **Is my project subject to Design Review?** What are my setbacks? What are the fees for a building permit? **What is my APN?** How do I get a copy of my property lines, survey, plans, and easements? **Can my property be subdivided?** How do I get a pool permit? Are there restrictions to what type of signs I can put on my business? Can I build a second unit at my house? **Can I conduct a business from my home?** Can I open my business downtown? Can I have a recreation court at my house? **Is my property in the Hillside Overlay District?** How do I get a solar permit? Am I allowed to have horses, chickens, or other animals at my house? What are the parking requirements for my business? What are the allowed hours and days of construction? Can I store an RV at my house? **What should my building permit plans show?** Why is there a hold on my building permit? Is my property in a flood zone? Can I have a vineyard at my house? Is film production allowed? What happens with non-conforming uses? How do I get a permit to remove a tree? **How do I get a demolition permit?**

**Website**

Visit [www.lovelafayette.org](http://www.lovelafayette.org) for general planning information, handouts, application packets, zoning information, and contact information.

**E-Mail**

E-mail the Planner-On-Duty any day, any time. [planner@lovelafayette.org](mailto:planner@lovelafayette.org)

**Telephone**

Call the Planner-On-Duty Monday-Friday from 8am-5pm. (925) 284-1976

**Counter**

Come into the planning counter to speak with the Planner-On-Duty Monday-Friday from 12pm-5pm.