

2021-2022 Work Plan



City of Lafayette
Planning & Building Department
June 14, 2021



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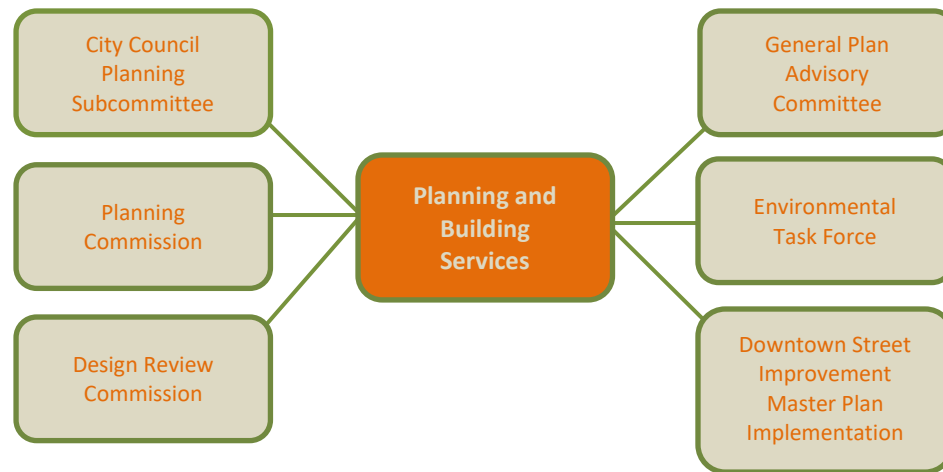
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Planning & Building Department | Overview

The Planning & Building Department provides current and long-term physical planning for the community consistent with the City's General Plan and Zoning Code, and the policy direction of the City Council. The General Plan sets forth the community's vision for long-term physical form and development, quality of life and community values. Strong emphasis is placed on physical preservation of neighborhoods, revitalization, and enhancement of the downtown commercial area with respect for the community's semi-rural residential character, and the overall service needs of and vitality of the City's economic base.

Primary Responsibilities

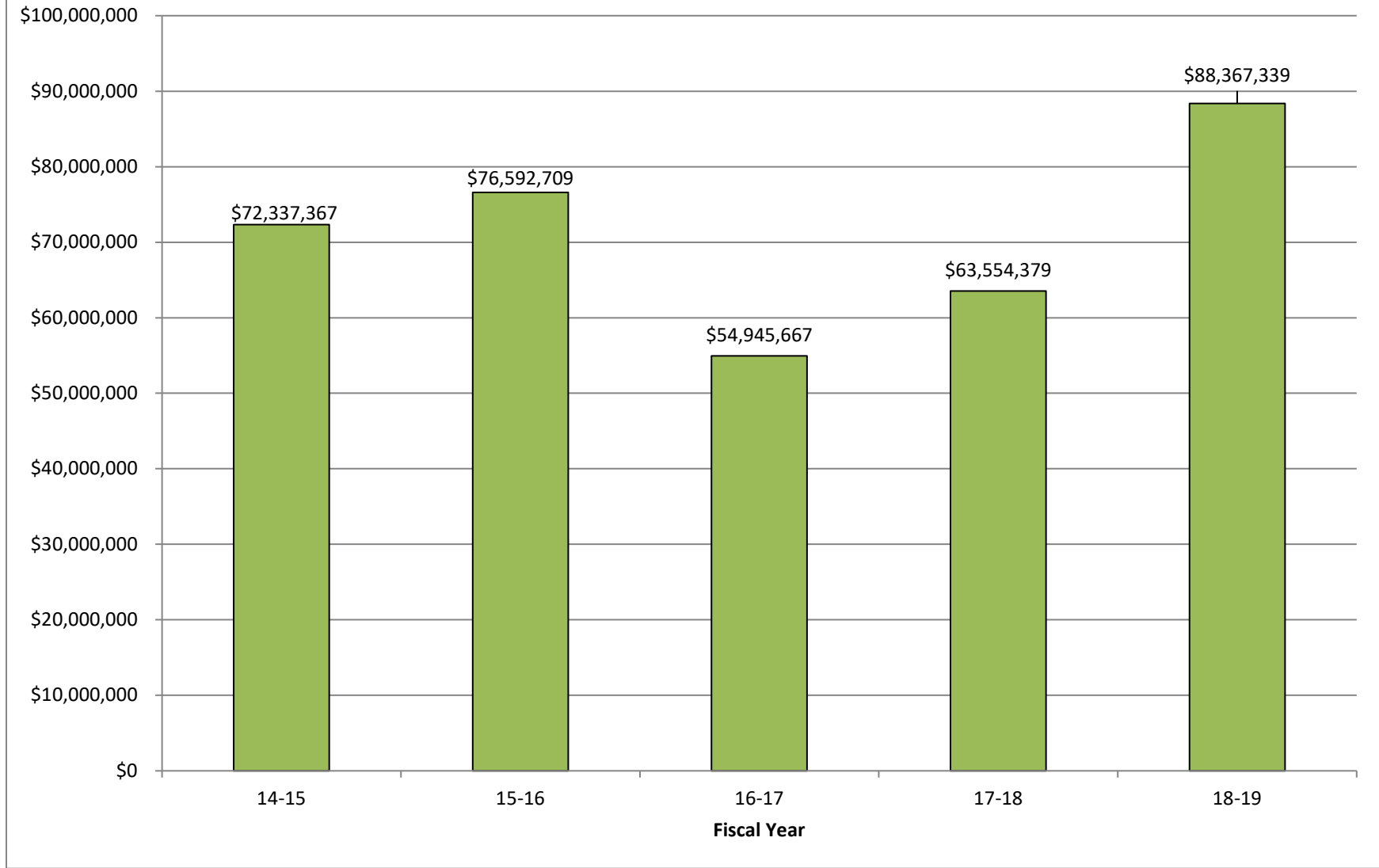
1. Implement the goals of the General Plan and Downtown Specific Plan.
2. Provide quality assistance to the public in the areas of planning, zoning, land use and related activities.
3. Hear and decide discretionary approvals administered by the Zoning Administrator.
4. Process and review development applications in a timely and professional manner.
5. Undertake long range planning studies and updates to the General Plan, Specific Plans, and zoning ordinance.
6. Monitor and comment on regional planning and development issues.
7. Process applications for building permits.
8. Investigate and resolve land use and zoning code violations.



Planning staff provides a valuable resource to not only the City Council and Commissions, but also to the contractors, architects, and citizens that live and work in Lafayette. Staff delivers quality services including general land use and planning inquiries, careful project review, and public engagement for all planning efforts both current and long range. Customer service is a high priority for the Planning Department and takes shape in such practices as members of the public receiving a response to information within 24 hours when fully staffed, maintaining thorough and accurate information on our website, providing the opportunity to engage staff in a variety of ways including telephone, email, in-person and video meetings, and the walk-in planning counter. Direct contact information for each staff member is published on the City's website. Staff also provides access to information with clarity and transparency to the public, contractors, other City departments, Councilmembers and Commissioners, and the City at large.

The Planning Department has experienced several changes over the last few years. Greg Wolff was named the new Director of Planning & Building services after performing various roles in the Planning Department over his 20+ years with the City. Long-tenured staff Lisa Martin and Sarah Allen have provided vital institutional knowledge and guidance while the department onboarded five new planners between 2018 and 2019. Now that the department is nearly back to full staff, planners are studying ways to expand services and create efficiencies to accommodate the public's needs. During the COVID-19 shelter-in-place, staff quickly adapted to remote working to continue to provide all its services and information to the public. An example would be that in the second week of the shelter-in-place order, staff opened a 'virtual planning counter' which has been staffed every day of the work week throughout the pandemic. The department is flexible and adaptive to change whether it is responding to changes in state law, fluctuations in staffing levels or a global pandemic. With the department nearly back to full staff, the Planners are well suited to continue to serve the public, General Plan Advisory Committee, Commissions and Council and the department is excited to execute the current and long-range planning projects slated for FY 2021-2022.

Building Permit Valuation



SOURCE: Contra Costa County Building Inspection Department • 2020-05 • Data not yet available for 19-20

NOTE: These totals do not include grading, electrical, mechanical, and plumbing permits

FY 2021-2022 | DRAFT Task List

The tasks outlined below for next fiscal year come from a several sources. Many tasks are statutory requirements stemming from State Law. Other tasks arise from local policy objectives like revising the City’s Tree Protection Ordinance or regulating short-term rentals. Specific projects, like considering the transfer of development rights to facilitate the restoration of the Park Theater, are tasks directed by City Council, some at the request of the Commissions or residents.

Tasks

1. **Housing Element Update**
2. **Housing Element Annual Progress Report** – prepare & submit to HCD & OPR
3. **AB 2923** – BART Transit-Oriented Development Implementation
4. **AB 939** –Waste management, recycling, composting... administer on all building permits and submit annual report to State
5. **SB 35** – Develop checklists, applications, and comply with streamlining for affordable housing
6. **Regional Housing Needs Allocation (RHNA)** – participate in and comment on RHNA allocations
7. **SB 743** – Implement transition from Level of Service (LOS) to Vehicle Miles Traveled (VMT) in environmental review documents
8. **AB 2911 Compliance** – work with CalFire to identify all areas of 30+ homes with only one ingress/egress & develop mitigations
9. **Water Efficient Landscape Ordinance** - adopt an ordinance and submit annual reporting on all projects to the State
10. **General Plan Update**
11. **Call 811 Program** – implement a ‘call before you dig’ requirement prior to issuance of building permit to mitigate risks to underground natural gas transmission & distribution pipelines
12. **Tree Ordinance Update** – in light of wildfire risk mitigation, fuel reduction, Firewise, etc. review & revise ordinance accordingly

Tasks on Previous Work Plans

1. Regulate **Short-term rentals**
2. Adopt an affordable **housing in lieu fee** (associated with the Inclusionary Housing Ordinance)
3. H-6.1.1: Strengthen **design review findings** to ensure that development is in keeping with the character of the neighborhood.
4. Update the **Residential Design Review Guidelines**
5. **Jobs-Housing Balance** – analyze loss of office & commercial to multiple-family residential development
6. Objective standard Part II
7. Update **downtown zoning** districts (DSP Implementation)
8. Update **activity classifications** and definitions
9. **Hillside Ordinance** two-phased review update
10. **Wireless Communications Facilities** - conduct comprehensive review and update of the ordinance
11. Update **Sign Ordinance**
12. **Environmental Task Force**
 - a. Adopt ordinance reducing **single-use foodware**
 - b. Research **Electrification Ordinance** for new construction
 - c. **Gas-powered Leaf Blowers** – research policies and consider restricting
 - d. Coordinate with Republic Service to improve waste collection and sorting
 - e. Promote going “Deep Green”
 - f. Review Environmental Action Plan for potential updates
 - g. Research methods to encourage people to reduce car idling
13. **PG&E – Gas Safety Alliance Meetings**
14. **PG&E – Community Pipeline Safety Initiative** (tree removal)
15. **PG&E – Enhanced Vegetation Management (EVM) program** – (tree removal)
16. **PG&E – S-888 Regulator Station Expansion** – replacement landscaping

FY 2020-2021 | Task List Progress Update

Every fiscal year, staff develops a list of long-range planning tasks to be undertaken alongside usual department business, like application review. The list is developed through a variety of sources such as state requirements to change current laws, a need for a code or process adjustment identified by staff or direction from the City Council. Tasks are ranked in priority with either an “A” or “B” to help direct where staff time and energy should be concentrated first. The task list is reviewed and approved by the City Council, Planning Commission, and Design Review Commission to ensure these projects align with the City’s planning needs as well as the department’s responsibilities and the goals of the City. The table below provides an update on the progress made to date. As previously outlined given fluctuations in staffing levels and emerging priorities that were not part of the work plan such as complying with SB 330 time limitations for development projects, developing the first phase of the Objective Design Standards and working with PG&E on tree removal, pipeline safety and power shutoffs, not all tasks were completed. Tasks still in progress have been added to the plan for the current fiscal year.

State Mandated Tasks for FY 2020-2021		
Tasks	Priority	Progress Status
<i>General Plan, Housing Element, Guidelines</i>		
1. Housing Element Update	A	Underway Completion by 1/30/23
2. HE APR - Housing Element Annual Progress Report for HCD & OPR	A	Complete
3. AB2923 – BART Transit-Oriented Development Implementation	A	Underway Completion by 7/1/2022
4. AB939 – Solid waste management, source reduction, recycling, composting, market development, report to Stat(Green Halo)	A	Ongoing
5. SB35 – Develop checklists, applications, and Comply with streamlined approval for affordable housing	A	No progress
6. Plan Bay Area & Regional Housing Needs Allocation (RHNA) – participate in and comment on both efforts	A	Underway
7. SB743 – Implement transition from Level of Service (LOS) to Vehicle Miles Traveled (VMT)	B	Underway
<i>Environmental Task Force</i>		
8. Adopt Model Water Efficient Landscape Ordinance by reference & submit annual reporting on all projects to the State	A	Underway
9. Adopt ordinance reducing single-use food ware	A	Underway

10. Research Electrification Ordinance for new construction	A	Underway
11. Explore alternatives to Gas Leaf Blowers	A	Underway
12. Coordinate with Republic Service to improve waste collection and sorting	B	Ongoing
13. Promote going “Deep Green”	B	Ongoing
14. Review Environmental Action Plan for potential updates	B	Ongoing
15. Research methods to encourage people to reduce car idling	B	Underway
16. Green Awards	B	Ongoing

Council Directed Tasks for FY 2020-2021		
Task	Priority	
<i>General Plan, Housing Element, Guidelines</i>		
17. General Plan Update	A	Underway
18. COVID-19 Response	A	Ongoing
19. Regulation of short-term rentals	A	Partially Completed
20. Adopt an affordable housing in lieu fee (associated with the Inclusionary Housing Ordinance)	A	No further progress in 2020-2021
21. H-6.1.1: Strengthen design review findings to ensure that new homes and additions are in keeping with the character of the neighborhood.	A	Partially Completed
22. Update the Residential Design Review Guidelines	A	On hold
23. Density Transfer - Transfer of Development Rights	A	Partially complete; tabled at Planning Subcommittee level
24. Park Theater Negotiations re Plaza Way Overlay District	A	Staff work Complete
25. Jobs-Housing Balance – analyze loss of office & commercial to multiple-family residential development	A	No further progress in 2020-2021

26. Update ADU application process and forms	A	Complete
27. Develop objective standards for Residential Design Review Guidelines and update current discretionary guidelines	A	No further progress in 2020-2021 On hold
<i>Zoning Ordinance Update</i>		
28. Update downtown zoning districts	A	No further progress in 2020-2021
29. Update activity classifications and definitions	A	Partially complete
30. Update definition of “minor project” for Zoning Administrator	B	No further progress in 2020-2021
31. Update Zoning Map (per DSP Zoning Update, to reflect APO rezone)	B	No further progress in 2020-2021
32. Hillside Ordinance two-phased review update	B	Partially complete
33. Wireless Communications Facilities - conduct comprehensive review and update of the ordinance	B	No further progress in 2020-2021
34. Update Tree Ordinance (for fire safety; mitigations; findings)	B	No further progress in 2020-2021
35. Update Sign Ordinance	B	No further progress in 2020-2021
36. Gas-powered Leaf Blowers – research policies and consider restricting	B	No further progress in 2020-2021
<i>Other</i>		
37. PG&E – Gas Safety Alliance Meetings	A	Ongoing
38. PG&E – Community Pipeline Safety Initiative (tree removal)	A	Ongoing
39. PG&E – Enhanced Vegetation Management (EVM) program – (tree removal)	A	Ongoing
40. PG&E – S-888 Regulator Station Expansion – replacement landscaping	B	Ongoing

Planning Commission

The Planning Commission was established to implement the planning and zoning regulations of the City of Lafayette.

Proposed Work Plan for 2020-2021

- 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 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.

Commissioners

- Farschad Farzan, Chair
- Anna Radonich, Vice Chair
- Gary Huisingsh
- Stephen LaBonge
- Karen Maggio
- Gregory Mason
- Kristina Sturm

Planning Commission Meetings and Agenda Load 2010-2020											
Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Number of meetings	26	23	26	20	18	24	22	23	21	18	19
Number of items considered	38	36	55	41	37	64	59	56	49	37	33
Number of new applications considered	19	24	23	24	18	34	35	29	29	22	22

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. The Planning Department and Council Liaisons are actively working to fill the vacant positions.

Proposed Work Plan for 2020-2021

- 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.
- Update the Residential Design Guidelines.

Commissioners

- Glenn Cass, Chair
- Eugene Sim, Vice Chair
- Jon Gray, Commissioner
- Arman Hadilou, Commissioner
- Kristen Sidell, Commissioner

The DRC conducted 16 meetings totaling 27 hours of business in 2020.

DESIGN REVIEW COMMISSION AGENDA LOAD 2010-2020											
Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Number of meetings	24	18	20	18	27	30	29	23	22	19	16
Number of items considered	60	40	69	54	88	91	71	78	96	61	42
Number of new applications considered	28	24	26	39	33	27	55	45	58	38	33

Zoning Administrator

The Planning & Building Services Director serves as the Zoning Administrator and reviews minor projects or those with limited impacts. The Lafayette Municipal Code provides the Zoning Administrator discretion to refer applications to the Design Review Commission or to the Planning Commission.

ZONING ADMINISTRATOR AGENDA LOAD 2010-2020											
Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Number of meetings	16	20	23	20	23	24	22	11	12	17	14
Number of new applications considered	23	27	38	24	29	34	45	10	17	31	20

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
- Monitoring environmental indicators annually, such as:
 - Water Consumption
 - Electricity Use
 - Natural Gas Use
 - Solar Permit Applications

Tasks undertaken in 2019

- Monitored an increase of current levels of residential accounts with MCE Clean Energy "Opt-out" to 100% Deep Green
- Advanced WELO (Water Efficient Landscape Ordinance)
- Researched and drafter ordnance on Single-use Plastic Foodware
- Worked with Republic Service to discuss measures to improve waste collection/sorting
- Conducted and presented Green Awards

Tasks for 2021-2022

- Adopt ordinance reducing single-use food ware
- Research Electrification Ordinance for new construction
- Explore alternatives to Gas Leaf Blowers
- Continue to coordinate with Republic Service to improve waste collection and sorting
- Promote going "Deep Green"
- Review Environmental Action Plan for potential updates
- Research methods to encourage people to reducing car idling
- Conduct and present Green Awards

Task Force Members

- Steven Kalogeras, Chair
- Paul Kneitz, Vice Chair
- Greg Meronek
- Nancy Hu
- Steven Botic
- Maria Gastelumendi
- Dick Holt
- Eric Fonstein



General Plan Update

Overview

All cities and counties in California are required to have a general plan, which serves as the “constitution” for urban development and preservation in the city. Last adopted by the City Council in 2002, the Lafayette General Plan lays out the city’s long-term (20-year) vision and includes text and maps to communicate how the vision will be implemented. As such, zoning and subdivision ordinances and specific plans must be in conformance with the General Plan.

General Plan Advisory Committee

As part of the update process City Council directed staff to establish a General Plan Advisory Committee (GPAC), a 13-member group of community members, meant to guide the development of the General Plan document and serve as the liaison between the public and the Council. The GPAC membership and recruitment process was established with the City Council during the July 27, 2020 and August 12, 2020 Council meetings. Planning staff introduced the General Plan Update to several of the City’s existing Committees and Commissions, recruiting a representative to serve on the GPAC. Council and the Council Planning Subcommittee directed staff to establish a lottery system to select the remaining GPAC members. In October 2020, Mayor Mike Anderson conducted the planned Live Lottery Drawing for the remaining General Plan Advisory Committee members via a Zoom webinar where the public was invited to attend. The full GPAC membership is listed at right. The GPAC has been meeting on a biweekly basis for the past six months to establish its process and strategy for the first element to be updated, the Housing Element.

Housing Element

The Housing Element is one of seven required elements of the General Plan. Lafayette last updated its Housing Element in 2015 and is required by state law to do so every eight years. In 2021, the General Plan Advisory Committee initiated planning efforts for the next Housing Element cycle, which will span 2023-2031. The City is required to submit its Housing Element to the CA Department of Housing and Community Development by January 30, 2022, which is why it will be.

General Plan Advisory Committee	
At-Large	Chair Chris Lee
Reliez Valley	Vice Chair Jim Cervantes
Happy Valley/Acalanes Valley	Mike Kim
Downtown	Suzy Kelly
Burton Valley	Kristine Rasmussen
PTR Commission	Carol Singer
Youth Commission	Namratha Kasalanati
Senior Services Commission	Don Jenkins
Transportation and Circulation Commission	Stella Wotherspoon
Nonprofit	Beth Needel
Chamber of Commerce	Matt Pease
Liaisons (non-voting)	
City Council	Mayor Susan Candell
Planning Commission	Anna Radonich

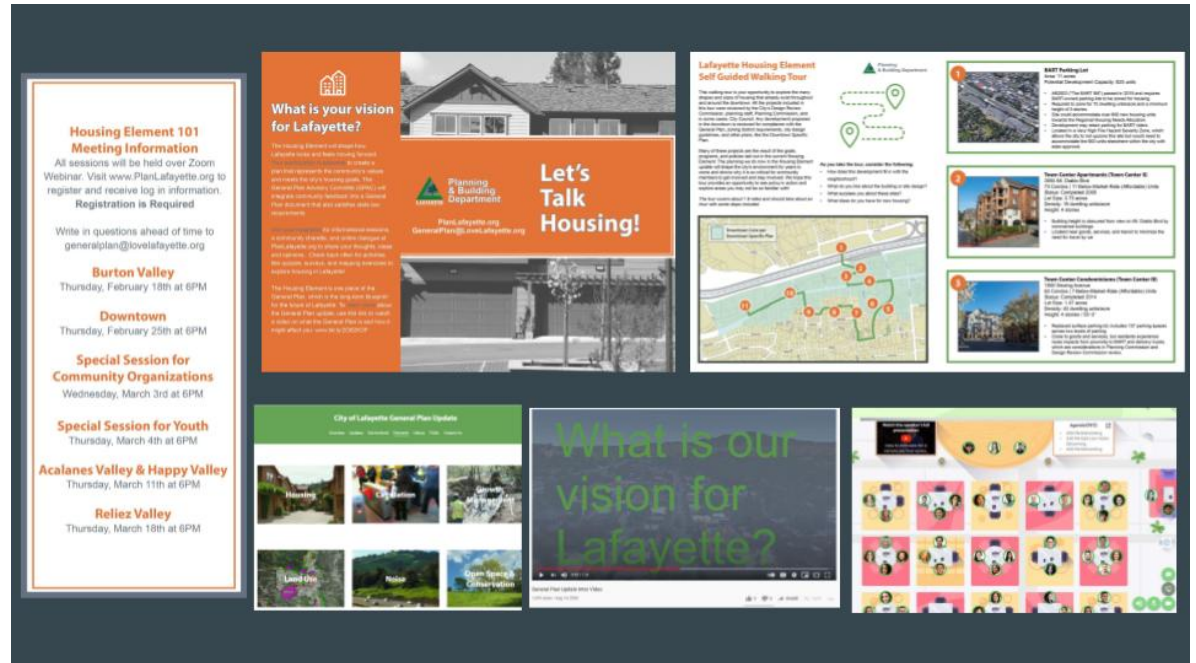
Housing Element Community Engagement

The GPAC and City Council approved a community engagement strategy that uses many kinds of engagement to elicit feedback and ideas from community stakeholders.

Outreach

To raise awareness of the Housing Element and General Plan update process, staff has undertaken a number of outreach methods to reach a broad audience.

- Direct mailings: the City has sent two informational mailings to over 13,000 households to increase awareness of the Housing Element update.
- Stakeholder Email List: 560+ individuals and organizations used to promote awareness of activities and events, like the Housing Element 101 sessions.
- Videos: 1,100 views of videos providing overviews of the General Plan and Housing Element on Youtube.
- Vistas: To increase awareness among community members who do not use online engagement, the Spring 2021 Vistas will include an article on the General Plan update and information on how to get involved in the process.
- Print Advertising: A display ad was run in the February 17, 2021 edition of Lamorinda Weekly for the Housing Element 101 Sessions. This publication reaches over 10,000 residences and businesses in Lafayette specifically and over 20,000 residents and businesses in the broader Lamorinda area.
- Public and Organizational Meetings: Staff and GPAC members attended over 50 meetings to introduce the General Plan update to a wide range of constituencies, including the Chamber of Commerce, City Commissions
- Digital and Social Media: Jeff Heyman, the City's Communication Analyst, has published 11 posts in the Weekly Round-Up since January and posts meetings and events on Facebook, Nextdoor, the Almost Daily Briefing.



Online Resources

Since January 2021, planning staff has developed PlanLafayette.org, which features meeting information, resources on specific topics, videos on the update process, and much more. The site continues to be updated with requested information and updates. Staff also created the online engagement hub EngagementHQ (EngageLafayette.org), which hosts over a dozen different activities for the public to learn, give their input, and engage with other community members.

- PlanLafayette.org (General Plan website):
 - 4,600 visitors and 11,000 page views since September 2020.
 - Updated frequently with meeting dates and materials, frequently asked questions, informational resources, and engagement opportunities.
- EngagementHQ:
 - 898 visitors since February 2021.
 - Multiple engagement activities available including mapping, ideas walls, Q&A function, a forum, a stories board, and more to come (including a mission statement survey).

Educational Meetings

- GPAC Meetings:
 - GPAC meetings are open to the public and streamed on the City's Youtube page.
 - Meetings have covered a wide range in topics, including opportunity sites, the Regional Housing Needs Allocation, economics of development, 2021 housing legislation, and more.
 - All meeting recordings and materials remain available on PlanLafayette.org.
- Special Presentations to several specific groups, including Senior Services, Parks, Trails and Recreation Commission, Transportation and Circulation Commission, Chamber of Commerce, and the Rotary
- Housing Element 101 Sessions:
 - GPAC hosted six informational sessions for the four geographic districts (Downtown, Burton Valley, Acalanes Valley and Happy Valley, and Reliez Valley) in addition to sessions for community organizations and youth.
 - A total of 423 community members attended.
 - Sessions covered basic information about the Housing Element update process with much of the time reserved for questions from the audience.
 - 142 attendees completed a survey about the experience with overall positive feedback

Housing Element Workshops

- Opportunities for collaboration and problem solving
- 577 registrants; 385 attendees
- Peak attendance in a single meeting: 118 people
- Parallel online activities for those unable to attend
- Staff developed a custom tool to engage the public in the planning process

Mission Statement Update

At the January 19, 2021 meeting, GPAC selected a subcommittee of three GPAC members to work with consultant Jamie Harris in developing a process to review the City mission statement. The subcommittee consists of Jim Cervantes (GPAC Vice Chair and Reliez Valley representative), Matt Pease (Chamber of Commerce), and Namratha Kasalanati (Youth Commission) with participation by Mayor Susan Candell and Chair Chris Lee. The subcommittee has been meeting bi-monthly to define the scope of the process, review mission statements of other communities, and prepare public engagement materials. Part of these materials include a community survey to distill shared community values, in keeping with the Councils' Strategic Goal #2.

A survey is underway to determine what should be included in the updated mission statement on the Engagement HQ website. When the survey closes, the subcommittee will review and summarize the data and share the findings with GPAC, Council and the public. The subcommittee will then determine whether to recommend any additional input gathering based on extent of participation in the survey. Unless a decision is made to recommend additional input gathering the subcommittee expects to proceed to draft recommendations on Values, Mission and Vision based on the survey data.

APPENDICES

Appendix A | Planning Applications by Year and Type (2010-2020)

Number of Planning Applications by Type and Year												
Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTAL
Certificate of Compliance	2	1	1	1	0	1	2	0	1	2	0	11
Change of Address	11	4	14	6	8	15	13	17	9	19	18	134
Design Review	26	22	26	22	30	23	35	18	23	29	17	271
General Plan Amendment	1	1	1	0	1	0	3	0	0	0	1*	8
Grading Permit	2	3	1	13	12	10	8	1	1	2	5	58
Over the Counter HDP/DR/GR	97	73	95	117	83	91	93	114	129	108	186	1,186
Hillside Development	33	39	35	38	41	52	57	34	44	30	22	425
Land Use Permit	17	15	11	5	3	9	9	4	3	7	3	86
Lot Line Revisions	5	7	3	9	8	7	3	8	6	4	6	66
Minor Subdivision	0	2	3	2	1	2	1	1	2	3	2	19
Right of Way Abandonment	0	0	0	1	1	1	1	0	3	0	0	7
Second Unit /ADU	5	4	5	3	2	6	13	14	9	14	34	109
Sign Permit	10	2	12	6	10	6	16	5	8	10	8	93
Temporary Land Use	4	4	5	4	4	2	3	2	2	3	2	35
Tract	0	0	1	0	0	0	3	1	2	1	1	9
Tree Permit	28	32	32	35	45	43	55	49	45	56	36	456
Variance	10	21	15	12	14	15	16	11	15	17	6	152
Wireless Facilities <small>(Land Use prior to 2012)</small>	-	-	-	12	8	3	13	9	11	10	14	80
Zoning Text Amendment	0	1	5	1	7	1	2	7	6	2	2	34
TOTAL ¹	251	231	265	287	278	287	346	295	319	317	363	3239

¹ Does not include PRA, SPA, Study Session, or Rezoning Applications. *General Plan update is included.

Appendix B | Planning Revenues and Expenditures (2010-2020)

Fiscal Year	Total Revenues Received (\$)	Total General Fund Expenditures ² (\$)	Revenues as a % of Expenditures
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
2016-2017	1,145,175	1,678,088	68
2017-2018	1,116,877	1,507,530	74
2018-2019	1,037,093	1,464,912	71
2019-2020	1,098,941	1,193,010	92

Appendix C | Revenue Breakdown by Fiscal Year (2010-2020)

Fiscal Year	Total Revenues Received (\$)	Building Permit Surcharge (\$)	Application Fees (\$)	Regional Traffic Fee (\$)
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%)	-
2016-2017	1,145,175	652,623 (57%)	492,551 (43%)	-
2017-2018	1,116,877	708,663 (63%)	408,214 (37%)	-
2018-2019	1,037,093	547,886 (53%)	489,207 (47%)	-
2019-2020	1,098,941	665,313 (61%)	433,628 (39%)	-

² Includes Planning Commission, Design Review Commission, and Planning Services

Appendix E | Long Range Tasks Completed

Item	Year Completed
General and Specific Plans	
State-certified Housing Element	
Downtown Design Guidelines	2015
Public Art Master Plan	2014
Downtown Specific Plan	2013
State-certified Housing Element	2012
Open Space Plan	2011
General Plan Update	2010
Zoning Ordinance	
Hillside Ordinance Revisions (Ord. 558)	
Urgency ordinance on accessory dwelling units	2011/2016
Wireless Communications Facilities Ordinance (Ord. 674 and 613)	2002/2003 & 2006
Parking Ordinance Revisions to Update Parking Development Payment Fees (Ord. 665)	2020
Medical Cannabis Ordinance Update (Ord. 660)	2019
Public Art Ordinance (Ord. 632)	2018
Design Review Findings for Downtown Development (Ord. 629)	2017
Downtown demolition regulations (Ord. 616)	2014
Plaza Way Overlay Ordinance (Ord. 612)	2014
Tree Protection Ordinance (Ord. 593)	2013
Senior Housing Overlay Ordinance (Ord. 598)	2012
Code Enforcement Ordinance Revisions (Ord. 591)	2010
Recreation Court Ordinance (Ord. 541)	2010
Second Unit Ordinance Revisions	2002 & 2019
Sunset Period to Convert Units Back to Residential Use	
Livestock (chicken) Regulations	
Appeals ordinance update	
Annual evaluation of DSP, RHNA and Emergency Shelter Sites	
Annual Report to HCD & OPR	Annual - 2005-2020

Inclusionary Housing Ordinance (Ord. 645 and 659)	2017
Updates to the housing page on City's website	Annual
Density Bonus Ordinance (Ord. 637)	2016, 2017
Inventory of Vacant and Underdeveloped Land within City Limits and Sphere of Influence	2019
Emergency Shelter Ordinance (Ord. 610)	2018
Reasonable Accommodations Ordinance (Ord. 556)	2014
Zoning Ordinance Revisions to Allow Housing by Right in the Downtown	2014
Zoning Ordinance Revisions to Amend Manufactured Housing Regulations	2012
Inventory of Illegally Converted Residential Structures in the Downtown	
Zoning Ordinance Update to include Transitional and Supportive Housing	
Streamlined Building Permit Process for Small Residential Rooftop Solar Energy Systems (Ord. 542)	
Construction and Demolition Debris Recycling Ordinance (Ord. 617)	
Massage Establishment Ordinance (Ord. 606)	
Municipal & Other Codes	
Recycled Water Ordinance (Ord. 525)	
Grading Ordinance Revisions (Ord. 527)	2015
Property Maintenance Ordinance	2013
Very High Fire Hazard Severity Zones Map for Lafayette	2012

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	
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	
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
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 PC & DRC to 5-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; available at the Planning counter & online
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 workload
7. Direct access to the County Building Department's permit system allows for planners to place/release holds reducing 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 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 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.

Grants & Awards	
1.	Energy Efficiency and Conservation Block Grant (\$137,000)
2.	Energy Efficiency and Conservation Block Grant (\$26,500 + \$22,000 match from housing funds)
3.	Technical Assistance Program Grant (\$50,000)
4.	Bay Area Quality Management District (BAAQMD) grant (\$75,000)
5.	East Bay Energy Watch Grant (\$5,700)
6.	CalRecycle Grant (\$5,000 - \$10,000 annually)
7.	Rising Sun Energy Center's California Youth Energy Services (\$150,000 in 2015, and \$160,000 in 2016)
8.	Bay Area Air Quality and Management District (BAAQMD) Charge! grant (\$12,000)
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)
12.	SB 2 Planning Grant (\$160,000)
13.	Local Early Action Planning (LEAP) Grant (\$150,000)
14.	Regional Early Action Planning (REAP) Grant (\$35,000)

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