

CITY OF OAKLAND
Supplemental
AGENDA REPORT

CITY CLERK
JUL 11 2006 PM 1:17

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Community and Economic Development Agency
DATE: July 11, 2006

RE: Supplemental Background Information On the Use of General Plan Surcharge Funds and the Work Tasks and Schedule for Completion of the Zoning – General Plan Conformity Project

SUMMARY

On May 23, 2006, the CED Committee recommended a one year extension of the Interim Controls (Oakland Planning Code Chapter 17.01) that provides a process for evaluating a project where the Land Use and Transportation Element of the General Plan (LUTE) and Planning Code are inconsistent. The City Council introduced this ordinance at their June 20, 2006 meeting.

The CED Committee requested additional information from staff about the following subjects:

- 1) Identify staff funded by the General Plan Surcharge fund and their duties, including a line by line review of staff time spent on General Plan duties;
- 2) Identify how the surcharge will be utilized in the coming year;
- 3) Research where conflicts are and methods to fix them;
- 4) Provide a more detailed timeline with dates for mapping and zoning.

These regulations are required frequently in the Planning Division because, despite several accomplishments by the Planning Division, the Planning Code and Map have not been comprehensively revised to become consistent with the LUTE. The Interim Controls lapsed on December 31, 2005.

This supplemental report provides the information requested by the CED Committee.

KEY ISSUES

- 1) Identify staff funded by the General Plan Surcharge fund and their duties, including a line by line review of staff time spent on General Plan duties.

For FY 05-06, there were 4.5 dedicated positions budgeted for the General Plan Update Project and other staff time used for General Plan and strategic planning efforts as directed by the City Council. When preparing a two year budget, anticipated positions are earmarked for the work program anticipated. In actuality, staff available for the work program may vary given other assignments, resignations and reassignments. Thus, the work tasks required for the General Plan

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Update as well as other projects assigned to fulfill Council direction are accomplished with available staff. The table below presents both the budgeted positions and the staff that was available to complete the work. This practice is not unusual during a budget cycle. The main point of this summary is that significantly more staff time was used for General Plan and strategic planning efforts, as directed by City Council, compared with the funds expended in the General Plan surcharge category.

Dedicated Positions – General Plan Surcharge

Org. Code	FTE	Annual Salary (budgeted)	Position title and staff	Major responsibilities and percentage of time used on General Plan and strategic planning
Major Projects 88211	0.50	99,906	<i>Project Manager III-budgeted Staff equivalents:</i> M. Stanzione (P IV) H. Klein (P III) Darin Ranelletti (P III)	<u>M. Stanzione</u> : Completed Noise, Housing and Safety General Plan Elements and managed technical consultants; provides overall monitoring of adopted amendments, master library of adopted plans and tracks amendments annually. (0.25 FTE) <i>Subtotal of annual salary costs: \$ 57,451</i> <u>H.Klein</u> : Completed Panoramic Hill Rezoning and completed research pertaining to Leona Hills area rezoning; worked on Temescal District design issues and guidelines as well as CEQA review procedures.(0.10 FTE) <i>Subtotal of annual salary costs: \$ 12,793</i> <u>D. Ranelletti</u> : Completed Butters Canyon Rezoning and served as resource to the Rockridge District neighborhood. (0.10 FTE) <i>Subtotal of annual salary costs: \$ 12,793</i>

Dedicated Positions – General Plan Surcharge - continued

Org. Code	FTE	Annual Salary* (budgeted)	Position title and Staff assigned	Major Responsibilities and percentage of time used on General Plan Update and Strategic Planning Projects
Zoning 88219	1.0	204,975	<i>Project Manager III- budgeted Staff equivalents assigned:</i> E. Manassee (P IV) C. Buckley (P III) M Kimmelberg (P III)	<u>E. Manasse</u> : Served as project manager for the Design Review ordinance revisions; completed major reworking, drafting of policies and objectives and actual drafting of ordinance changes. (0.25 FTE) <i>Subtotal of annual salary costs: \$ 57,453</i> <u>C. Buckley</u> : Provided technical assistance and redrafted One-Two Unit Interim Design Review Manual; drafted staff reports on Design Review Ordinance, staffed ZUC, PC and community workshops concerning design review revisions. (0.75 FTE) <i>Subtotal of annual salary costs: \$ 95,953</i> <u>M. Kimmelberg</u> (resigned 11/05): worked on multi-family design guidelines; staffed West Oakland Zoning Working Committee; worked on Temescal District design issues and guidelines. (1.00 FTE) <i>Subtotal of annual salary costs: \$ 127,938</i>
Zoning 88219	1.0	189,049	<i>Zoning Manager</i> S. Miller/G. Patton	<u>S. Miller</u> : Responsible for zoning interpretations regarding interim controls and General Plan determinations (0.15 FTE) <i>Subtotal of annual salary costs: \$ 28,356</i> <u>G. Patton</u> : Manages strategic planning efforts, including General Plan update (since September 05) Mr. Patton also participated in the Laurel District Visioning Process with CM Quan's office (0.25 FTE) <i>Subtotal of annual salary costs: \$ 47,262</i>
City Plng 88229	1.0	127,938	<i>Planner III</i> N. Grey	<u>N. Grey</u> : Completed HBX draft zoning district; revised entire existing code, present project is new Multi-family Design Guidelines, working on Transit Oriented District revisions and managing project. (1.0 FTE) <i>Subtotal of annual salary costs: \$ 127,938</i>
City Plng 88229	1.0	81,828	<i>Planner I</i> N. Valera	<u>N. Valera</u> : Works continuously on mapping efforts for zoning, General Plan changes, neighborhood meetings, Panoramic Hill, etc. (0.50 FTE) <i>Subtotal of annual salary costs: \$ 40,914</i>
		Total: \$603,790		Total: \$ 608,851

*includes base salary, benefits, CEDA overhead

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**Other Positions Used for General Plan Update
and Strategic Planning Assignments But Not
Budgeted to the General Plan Surcharge Fund**

Org. Code	FTE	Budgeted Annual Salary*	Position title And Staff	Work Accomplished related to General Plan Update and Strategic Planning not funded by General Plan Surcharge fee
88229 City Plng.	0.25	69,958	<i>Development Director</i> C. Cappio	The Development Director worked with N. Grey on the community meetings and City meetings for the HBX Zoning District (April 05-May 06); worked with M. Prado on the industrial conversion studies (June 05 until present); with H. Klein on the Temescal Design Guidelines.
88559 Econ. Dev.	0.25	33,731	<i>Urban Economic Analyst III</i> M. Prado	M.Prado, although no longer on planning staff, managed and completed the majority of research and recommendations about the industrial conversion issue (June 05 until present).
88454 CEDA Admin.	0.15	20,392	<i>Management Assistant</i> K. Watson	K. Watson assisted M. Prado in the research on industrial businesses and other information of the industrial conversion report (June 05 – January 06).
		Total: \$ 124,081		

*includes base salary, benefits and CEDA overhead

Summary: The amount of staff time actually spent on the General Plan update and other strategic planning assignments, such as the industrial conversion issue, exceeded the amount of budgeted positions in the 05-06 budget.

General Plan Surcharge Budgeted to Salary FY 05-06:	\$ 603,790
Actual Salaries charged to Fund 05-06:	\$ 608,851
Variance of Funds Expended vs. FTE used for General Plan Update 05-06:	\$ 5,061
Other FTE time expended on General Plan Update And Strategic Activities:	\$ 124,081

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- 2) Identify how the surcharge will be utilized in the coming year and provide a more detailed timeline with dates for mapping and zoning.

Given that the Council granted an extension of one year for the interim controls until June, 2007, staff has proposed the following work program for what can be accomplished in this one year time frame. This program builds on the efforts of the past three years, and includes specific dates of when the City Council will consider the actual work products. The actual adoption dates of this work are more difficult to determine due to the degree of public controversy, etc.

Time Frame	Work Task/Action	Planning Commission City Council Meeting	Comments
Jul-Oct 06	Adoption of Housing and Business Mix Zone (HBX) (new)	PC – 4/06 CED Comm- 9/12/06 CC Mtg – 10/3 and 10/17/06	HBX zone has been drafted and fully reviewed by the PC.
	Industrial Conversion Redux	PC Worksession -7/19/06 CEDC – 9/12/06	CEDC requested this item back with specific recommendations
	Adoption of Design Review Ordinance Revisions	PC – 7/19 or 8/9 CC – 10/3/06 and 10/17/06	CEDC reviewed draft ord. in 6/06 – must now be formally reviewed by the PC
	Adoption of reformatted Zoning Ordinance	PC – 9/4/06 CEDC– 9/12/06 CC – 10/3/06 and 10/17/06	Existing Zoning Ordinance has been reformatted and streamlined; currently under technical review
	Work Task: draft multi-family and mixed use design guidelines (creating an update of 1980 document consistent with new General Plan policies)	Evaluate proposals and make recommendations during Jul – Aug 06 CEDC – 9/12/06 for contract review and approval	RFP presently out – expect proposals by July, 06

Aug 06 – Jan 07	Work Tasks: 1) finalize draft zoning maps by applying “rules of thumb” to translate new General Plan land use designations to the existing zoning districts; 2) draft concurrent zoning and General Plan text amendments for consistency as required		
	Work Task: 1) Incorporate non-controversial industrial zoning changes into zoning-General Plan map work; 2) draft industrial preservation policies for General Plan		
	Work Task: Revised Transit Oriented Development (TOD) Zone – to be consistent with General Plan policies and objectives	ZUC – PC review – Nov 06 to Jan 07 CEDC review 1/16/07 CC review- 2/06/07 and 2/20/07	The TOD is a key zone to revise and update given the General Plan policies of focusing density and redevelopment on transit nodes and corridors
Feb – Apr 07	Work Task: A minimum of 6 planning area work shops to publicly review new zoning maps and receive public comments, issues and concerns	2 workshops a month during Feb-March-April in various areas of the City, with particular emphasis on those areas where most significant changes are being proposed	
	Review zoning maps with ZUC and PC at workshops -		
	Public Comment Period and Review of Multi-Family – Mixed Use Design Guidelines	Public workshops and ZUC/DRC review as Guidelines are being prepared (11/06-2/07) PC – 3/21/07	

Deborah Edgerly

Re: Supplemental Report with Further Information about Interim Controls for the Implementation of the General Plan

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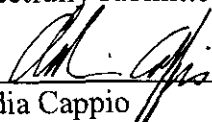
	Present zoning and General Plan proposals pertaining to the controversial industrial sub-areas		
Apr – Jun 07	Action on non-controversial Zoning – General Plan maps	PC – 4/18/07 CEDC – 5/1/07 CC – 5/22 and 6/5/07	
	Work Task: Prepare issue paper and strategy on remaining zoning-General Plan issues; with time frames for completion	Same as above	

3) Research where conflicts are and methods to fix them. As work progresses on finalizing the mapping, staff will identify conflicts and present approaches to resolve them, first with the community affected, second with the Planning Commission and finally with the City Council as part of the actions contemplated during the next year. The remaining issues will be compiled into a working paper as part of the last action during June, 2007.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that the CED Committee review the information contained in this report and direct staff to continue to implement the General Plan Update Program based on the direction given during the next year.

Respectfully submitted,



Claudia Cappio
Development Director, CEDA

Prepared by:
Neil Gray, Planner III
Planning and Zoning Division

APPROVED AND FORWARDED TO THE
CED COMMITTEE:



OFFICE OF THE CITY ADMINISTRATOR

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