

..Title

2014 OPC Work Program

..Report**Issue:**

Discussion of anticipated work items for OPC's 2014 Work Program

Staff Contact:

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Presenter(s):

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Background and Analysis:

At the request of City Council, each City advisory board forwards a recommended Work Program to the Council's General Government Committee around February 1st of each year. The General Government Committee meets with advisory board chairs (typically in late February), sometimes makes changes to suggested work programs, and then forwards a recommendation to the full Council for approval (typically in March.)

Last year, the Commission and Council delayed discussion and approval of the Planning Commission's Work Program until June due to a need to complete the draft comprehensive plan update; however, this year, we are back on track with our regular schedule.

According to the City's Advisory Committee Rules of Procedure, the full Commission recommends the work program; then the Chair and staff coordinate to plug work items into the calendar and agenda. Thus, the Commission does not need to attempt to schedule each work item on the agenda at this time.

Proposed Schedule for Approval of 2013 Work Program:

- Jan 13: Commission will review and brain storm anticipated work items, and prioritize these as high, medium or low priorities for 2014.
- *Between meetings, Chair Brown will confer with staff to develop a realistic draft work program for the Commission to review on January 27.*
- Jan 27: Review a draft, and vote on a recommended work program for inclusion in the General Government Committee packet for late February.
- Late February (Date TBA): General Government meets with advisory board Chairs
- March (Date TBA): City Council approves final work programs

Procedures and Assumptions that influence the Work Program:

According to the City Council, 2014 advisory board work programs will be in effect between April 1, 2014-March 31, 2015.

Under the guidance of the City Manager, the Community Planning & Development Department's budget assumes the Planning Commission will meet 22 times this year. While, the Commission's 2014 regular meeting schedule shows the Commission meeting twice per month, the department anticipates two of the meetings will be cancelled unless they are absolutely needed (i.e., December 16.)

In addition to regular meeting business (approval of agenda, minutes, etc.) the Commission typically has time at each meeting for 2 work items, plus 1 extra item that is less time-intensive (visit from a Councilmember, ½ hour educational briefing, etc.)

On August 24, 2013, the Commission decided, whenever possible, to combine briefings and public hearings for code amendments rather than hold three separate meetings for a 1) briefing, 2) public hearing and 3) deliberation). (An alternative would be to hold the briefing or the deliberation on the same evening as the public hearing; however, in the past, the Commission has preferred more time to digest the issues.)

New work items often present themselves mid-year through Council referrals or applicant initiated code amendments. Thus, when anticipating how many work items can realistically be addressed within the work program, the Commission typically assumes room for extra work items. This year, staff already knows of 4 or 5 anticipated referrals or private-applicant driven work items, thus recommends holding 8 slots (4 issues x 2 meetings each.)

Where do the work items come from?

Items on the work program may derive from a variety of sources, including:

- Council referrals (i.e., 2013 High Density Corridor step backs and setbacks code amendment; code amendments for consistency with the Comprehensive Plan – also a legal requirement.)
- Legal requirements (i.e., the statutory requirement to review the Capital Facilities Plan (CFP) each year)
- Applicant initiated (i.e., rezones, code changes)
- Department initiated (often based on a need to fix outdated or confusing regulations)

- Planning Commission initiated (i.e., Recent request to change public hearing body on rezones from Hearing Examiner to Planning Commission)

How many work items can the Commission address within this work program?

Over the past few years, the Commission's work load has been unusually heavy as the City worked concurrently on two major plan updates and other required work items. Commissioners have expressed the need for Council to establish a realistic work program that does not result in an exhaustive schedule. In addition, the City's resources are limited, and the department budget and work plan is balanced to support about 22 Planning Commission meetings.

The number of work items the Commission can address within this work program will be limited. Assuming the above, there will be 22 meetings between April 2014 and March 31, 2015. Thus, there are approximately 44 work item slots, plus extra time at some meetings for less time-intensive things. As most work items will require at least 2 work item slots, the Commission has time for approximately 22 work items. This is an approximate number, and could be less if any work items will take more time.

There are several Council referrals and legal requirements that must be met within this time frame (see attached.) It is also important for the Commission's highest priorities to be included in the recommended work program. Items that are of lower priority to the Commission and staff may be captured for consideration within the 2015 Work Program.

Despite the volume of anticipated work, the Commission should still identify and prioritize potential work items of interest to the full Commission, so that all needs can be taken into account when preparing the draft work program for OPC review on January 24 and the General Government Committee to review in February. Staff will know more about the CPD Work Plan for 2014-2016 following the City Council's retreat on January 10 and 11, and will brief the Commission at the meeting.

Options:

Staff suggests the following process for tonight:

- Receive short briefing from staff about the process and some anticipated work items, with question and answers.
- Begin discussion of potential work items, and using a white board, add to the anticipated work item list
- Assign High, Medium or Low priority to each item.

- Provide staff with any guidance needed to support the Commission in completing discussion of the work program on January 27.

Financial Impact:

Development of OPC Work Program included in base budget.