

**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: March 11, 2020

TO: Planning Commission
FROM: Planning Staff
SUBJECT: 2020/2021 Long Range Planning Work Program

PROPOSAL

Receive a briefing by staff, and provide feedback on the 2020/2021 Long Range Planning Work Program.

RECOMMENDATION

That the Planning Commission consider and concur with the 2020/2021 Long Range Planning Work Program.

BACKGROUND

Report Prepared By: Joe LaClair

Location: Unincorporated San Mateo County

DISCUSSION

KEY ISSUES

The staff has prepared the attached work program (Attachment A) to inform the Planning Commission of the Planning and Building Department's policy workload, and the projects the Commission will consider in the next two years.

ATTACHMENTS

A. 2020/2021 Long Range Planning Work Plan

LONG RANGE PLANNING PROJECTS: WORKPLAN 2020-2021

Project Name	Project Description	Status/Tasks	Staff	Timeline										
				Winter 2020	Spring 2020	Summer 2020	Fall 2020	Winter 2021	Spring 2021	Summer 2021	Fall 2021	Winter 2022		
Current Projects														
Policy Projects														
Connect the Coastside (M)	Connect the Coastside, the Comprehensive Transportation Management Plan, will identify programs and improvements to accommodate the Midcoast's future transportation needs and balance development with infrastructure capacity, based on extensive public input, studies, and technical analyses.	Remaining work includes: finalize project report, including detailed recommendations on transportation improvements and land use changes; prepare and publish mitigated Negative Declaration; present proposals to public, advisors, and County decision makers; submit associated Local Coastal Program amendments for Coastal Commission certification.	Joe LaClair, Katie Faulkner, and Senior Transportation Planner											
Tree Regulations (M)	The Planning and Building, Public Works and Parks Departments, in collaboration with the Parks and Public Works Departments and Office of Sustainability are preparing updates to the Significant and Heritage Tree Removal Regulations to improve management of individual trees and tree canopy in the County, and to improve the tree removal and trimming permit process, consistent with the County's General Plan. Planning staff has prepared proposed amendments, and is gathering input for revisions prior to commencing the formal adoption process.	Work remaining includes: complete outreach on preliminary draft; draft ordinance for Planning Commission Workshop; prepare negative declaration; present to Advisory Groups, and to Planning Commission and Board of Supervisors for adoption; submit proposed amendments for Coastal Commission certification.	Joe LaClair, Dan Krug, Public Works and Parks Departments, Office of Sustainability											
Child Care Ordinance (M)	A comprehensive update of the existing regulations to reconcile County policies with state law and to facilitate the establishment of new child care facilities by streamlining the regulatory requirements and permitting processes.	Work remaining includes: draft Ordinance for Steering Committee input; prepare Negative Declaration; present to Advisory Groups and Planning Commission and Board of Supervisors for adoption; submit proposed amendments for Coastal Commission certification.	Camille Leung, District 1 Staff, Consultants											
Plan Princeton (M)	A comprehensive update to the land use plan and zoning for the Princeton area, including the establishment and implementation of a shoreline management plan.	Work remaining includes: prepare final drafts of Plan, zoning regulations and shoreline management plan for review and input by technical advisors and stakeholders; conduct public workshop; prepare environmental impact analysis; present to Advisory Groups and Planning Commission and Board of Supervisors for adoption; submit proposed amendments for Coastal Commission certification.	Summer Burlison, Joe LaClair, Office of Sustainability Staff											
Accessory Buildings and Structures (D)	A comprehensive update of existing regulations to clarify definitions and requirements, and reconcile the accessory structure policies with the recently adopted Second Unit Zoning amendments.	Work remaining includes: draft ordinance; prepare Negative Declaration; present to Advisory Groups and Planning Commission and Board of Supervisors for adoption; submit proposed amendments for Coastal Commission certification.	Will Gibson, Katie Faulkner											
Green Infrastructure Plan Phase 2: Storm Water Ordinance Amendments (M)	The Green Infrastructure Plan is a requirement of the County's Municipal Regional Permit from the Regional Water Quality Control Board to achieve pollutant load reductions for Mercury and PCBs in receiving waters specified in the Regional Board's total maximum daily load limits. The plan includes proposed policy updates and capital project commitments that achieve pollutant reductions. Phase 1 includes Drafting and adopting the GI Plan; Phase 2 involves policy updates to implement the plan.	The Board of Supervisors adopted the County's Green Infrastructure Plan in September 2019. Phase 2 work remaining includes developing amendments to the County's Stormwater Ordinance, preparing an initial study/mitigated negative declaration, consulting with stakeholders and presenting proposals to decision makers. Once adopted, staff will submit any necessary Local Coastal Program amendments for Coastal Commission certification.	Joe LaClair, Camille Leung, Consultant, Public Works, Public Health and Parks Departments, the Office of Sustainability, and City/County Association of Governments											
Ongoing Initiatives														
Middlefield Junction Mixed Use Redevelopment Master Planning and Development (M)	A multi-year collaboration between San Mateo County and Redwood City to master plan future mixed-use redevelopment of County and Redwood City owned parcels at the junction of Middlefield Road and the Dumbarton and Caltrain rail tracks, currently housing the North Fair Oaks Library, the County Health Services Agency Building, and North Fair Oaks Community Center.	Currently Middlefield Junction is in the first phase of developing the single County-owned parcel adjacent to the County Health Clinic. Staff is assisting the Housing Department in collaborative planning for this project as the selected development team refines project plans, finalizes funding, and prepares application materials. Staff is also assisting with State infrastructure grant applications to support active transportation improvements.	Will Gibson, Angela Chavez, Housing Department, County Managers Office, County Health Department, City of Redwood City staff and Decision Makers											
El Camino Real Grand Boulevard Initiative (D)	The Grand Boulevard is a collaboration of 19 cities, 3 counties, local and regional agencies to improve the performance, safety and aesthetics of El Camino Real between the northern Daly City limit (where it is named Mission Street) and ending near the Diridon Caltrain Station in central San Jose (where it is named The Alameda). The initiative brings together all of the agencies having responsibility for the condition, use and performance of the street.	Work remaining includes: continue to participate in the regional planning effort; pursue grant opportunities for implementing Grand Boulevard Initiative in North Fair Oaks; coordinate with Town of Atherton and City of Redwood City on GBI implementation as needed when and if they implement GBI in their adjoining jurisdictions	Senior Transportation Planner, SamTrans, Caltrans, C/CAG											
Housing Element Projects														
Current and New														
Policy Projects														
Second Unit Ordinance Update (M)	Revise the policies that guide location, size, placement and other aspects of developing accessory dwelling units in residential districts to comply with State law changes that took effect in January 2020	In cooperation with the Housing Department and County Counsel, develop policy revisions, prepare staff report, present to decision makers, submit approved ordinance changes to the Coastal Commission for certification as part of the County's implementation program for its Local Coastal Program	Will Gibson, Housing Department, County Counsel											
Density Bonus Ordinance Updates (M)	The County Density Bonus regulations will be amended to be consistent with various changes required by State law.	Revisions began January 2018, in collaboration with the County Housing Department, and are intended to be submitted to the BOS in May/June of 2020.	Will Gibson, Housing Department											
Inclusionary Housing Ordinance Updates (M)	The County's Inclusionary Housing Ordinance, which requires developers of projects 5 units or larger to provide 20% of the units as affordable housing, will be updated for adjusted affordability rates, revised methodology, and other minor modifications to facilitate implementation.	Revisions began in January 2019, in collaboration with the County Housing Department, and are intended to be submitted to the BOS in Fall of 2020.	Will Gibson, County Counsel, and Housing Department											

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(D) = Discretionary

LONG RANGE PLANNING PROJECTS: WORKPLAN 2020-2021

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Housing Element Update (2020-22) (M)	Comprehensive Update of the County's General Plan Housing Element as required by state law. Updates are required on an eight year cycle.	Tasks for updating the housing element include: An evaluation of existing housing policies and programs; A needs assessment, based on data on demographics and housing conditions; An analysis of any obstacles to affordable housing production in the community; An inventory of all potential sites where housing may be constructed; Goals, objectives, and policies, defining the community's position on various housing issues and setting measurable targets for meeting housing needs; An action plan, identifying the specific steps the community will take to implement its housing policies. Long range planning will begin to create a work plan and commence initial stages of the Housing Element update in Winter/Spring 2020.	Will Gibson, Planning Intern, Housing Department, County Manager's Office, Consultants											
Reasonable Accommodation Policy (M)	Adopt a formal reasonable accommodation policy that allows applicants to pursue exemptions beyond those offered by the standard zoning and land use exception processes, in order to accommodate exceptions necessary for the purposes of creating and maintaining housing for persons with disabilities	A draft reasonable accommodation policy is intended to be ready for review by the Commission on Disabilities by Fall 2020.	Will Gibson, Katie Faulkner											
Home for All Second Unit Work and Related Housing Tasks (M)	The Planning and Building Department will continue to assist with Home for All's comprehensive work promoting housing solutions, including a variety of efforts related to promoting and facilitating ADUs, and various other work to promote housing production in cities and the unincorporated County. Ongoing and recurring tasks include staffing and participation in various workgroups and committees, meeting facilitation and support, and other support tasks.	Work Plan being implemented by Home 4 All.	Steve Monowitz, Will Gibson, Housing Department, County Manager's Office, Baird & Driskoll staff and Others											
SB35 and AB330 Guidance and Implementation (M)	SB35 requires ministerial review of certain housing projects. Staff needs to develop procedures and guidance to facilitate this new streamlined permitting process.	This project is a high priority, given that the law is in effect, and project applications compliant with the law's requirements continue to be submitted for review.	Will Gibson, Current Planners											
Ongoing Initiatives														
Housing Element Implementation (M)	Ongoing programs include: monitor and report housing production against the County's RHNA targets; continue participation in Countywide and regional efforts to implement the Housing Element and incentivize housing production, including 21 Elements, HOPE Initiative, Home for All, and others; continue to assess opportunity sites for Farm Labor Housing. Future programs based on the schedule described in the Housing Element include: work on universal design standards; and work on formal reasonable accommodation exemption procedures for features that exceed universal design standards, among others.	The Department will continue to work on these projects and programs based on the schedule contained in the Housing Element and described in the Housing Element Annual Progress report of June 2019.	Will Gibson, Others											
Annual Housing Surveys and Reporting (ongoing) (M)	Housing Element Annual Progress Report; State Department of Finance Annual Unit Production Report; Silicon Valley Land Use Survey; ABAG Development Survey; Sustainable San Mateo County Survey; C/CAG Housing and Development Data (occasional); 21 Elements Periodic Production Reports; Other occasional surveys/data requests (SBWMA, ABAG FOCUS/One Bay Area Survey, State Data Center Affiliates Survey, etc.)	This is an ongoing task providing responses to inquiries from other agencies, both to meet state requirements, and to facilitate regional housing planning and production.	Will Gibson, Housing Department, County Manager's Office, Consultants											
Second Unit Amnesty Program (M)	At the Board of Supervisors' direction, this program will provide a 2-year amnesty window during which unpermitted second units may be formalized without risk of code enforcement action and penalties/fines, and using alternate permitting and inspection standards.	This program is underway. Eight initial applicants were selected for the pilot phase of the program. Staff continues to coordinate with the Housing Department's rehabilitation loan team, and will present a report to the Board of Supervisors later in 2020 to update on program successes and for direction on next steps.	Will Gibson, Housing Department, County Counsel, Environmental Health, Public Works, CMO											
New Projects for 2020-21														
Policy Projects														
Coastside Zoning Regulations - Update Residential Design Guidelines; Height Limit Amendments and Revisions to Midcoast C-1 Zoning regulations (D)	Update residential design review policies; revise building height measurement standards in the Midcoast in Planned Agricultural District, C-1/S-3, CCR, COSC, PUD-124, R-1/S-10, R-1/S-13, R-1/S-17, R-1/S-94, RM-CZ, R-3/S-3, and R-3-AW zoning districts; develop new C-1 zoning regulations for the Midcoast.	Coastside Design Review Committee, assisted by staff has begun developing policy concepts for updated design review standards and C-1 zoning changes. Project will entail extensive outreach to property owners and the public,	Camille Leung, Ruemel Panglao, Katie Faulkner											
Update County Energy Efficiency Climate Action Plan (EECAP) (M)	The Office of Sustainability, in collaboration with the Planning and Building Department is developing a comprehensive update to the EECAP, an element of the County's General Plan. The EECAP will be renamed as the Community Climate Action Plan .	Preliminary research and goal setting have been completed. Upcoming work includes hiring an outreach consultant, formulating and implementing a public outreach process, drafting policies and actions, conducting CEQA review, and presentations to the community and decision makers.	Office of Sustainability Lead, Planning and Building Assisting											
Short Term Rentals (non-Coastal Zone) (M)	Develop zoning regulation amendments for short term rentals outside the Coastal Zone by extending the Coastside pilot program to the Bayside with any necessary minor modifications.	Project has not yet commenced. Tasks include research and analyze data and issues regarding Bayside short term rentals; prepare draft regulations and review with stakeholders; prepare and present proposed regulations to the Planning Commission and Board of Supervisors; prepare materials to assist applicants and staff with implementation.	Will, Katie Faulkner, County Counsel, Board Staff											

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Zoning Ordinance Reorganization (D)	ReNUMBER and Reorganize Zoning Ordinance, including minor clarifying amendments to correct references, and delete obsolete text etc.	Draft outline completed, working on identification of reference errors and other minor edits	Kanoa Kelly, Joe LaClair											
Cypress Point Affordable Housing (M)	MidPen Housing Corporation is proposing to construct a 71-unit affordable housing community (16 one-bedroom, 37 two-bedroom and 18 three-bedroom homes) on a 10.875 acre parcel in Moss Beach, which requires General Plan, Zoning Ordinance and Local Coastal Program amendments.	Work remaining includes: research and analyze data and issues regarding proposed amendments; review proposed amendments with stakeholders and present them to the Planning Commission and Board of Supervisors; submit the proposed amendments to the Coastal Commission for certification.	Mike Schaller											
North Fair Oaks Plan Implementation: Rezone R-3 properties near El Camino Real on Blenheim Avenue and near Middlefield Road on Huntington Avenue to Commercial Mixed Use zoning (D)/(M)	Amend the General Plan designation from R-3 Multi Family to Commercial Mixed Use, and rezone to Commercial Mixed Use properties along the north side of Huntington Avenue and south side of Blenheim Avenue in North Fair Oaks to facilitate redevelopment consistent with the vision of the North Fair Oaks Community Plan.	Project has not commenced. The project requires scoping, research, analysis extensive public outreach, environmental review and processing through the County's typical legislative process. SB-2 funds will support preparation of an environmental impact report. A pending Caltrans sustainable communities grant would fund consultant support for outreach, research, analysis and policy development and adoption.	Joe LaClair, Will Gibson, Consultants											
Environmental Justice Policy (D)	SB1000 requires certain cities and counties (not San Mateo County) to adopt an environmental justice element into their general plans, or related goals, policies, and objectives integrated in other elements that identifies disadvantaged communities, as defined, within the area covered by the general plan, including environmental justice goals, policies, and objectives to reduce the unique or compounded health risks in disadvantaged communities.	This project will be a collaboration of several County Departments, led by the Public Health, Policy and Planning Division of Environmental Health, assisted by the Office of Sustainability and Department of Planning and Building. The project will develop a policy and practices for the County to follow in addressing environmental justice in its policy making and decision making processes with a focus on ensuring all residents have fair access to County decision-making processes.	Shireen Malekafzali, Public Health; Hannah Doress, OoS; and Will Gibson and Katie Faulkner, Planning and Building											
General Plan Safety Element Update and Local Hazard Mitigation Plan Update (M)	Prepare Revisions to the General Plan Natural and Man-made Hazards Elements as needed to comply with state law requirements to address sea level rise and flooding and other hazards. Update Local Hazard Mitigation Plan (5 year cycle) This is a state mandated project.	Formulate project approach, scope and work plan; develop and implement stakeholder process, research issues and gather data, prepare recommendations and review with stakeholders and decision makers, conduct adoption and certification processes.	Joe LaClair, Katie Faulkner, Office of Emergency Services, Office of Sustainability, others											
Plan Colma Amendment and Rezone (D)	Undeveloped properties in the Plan Colma area need to be rezoned to increase the allowed density in order to facilitate redevelopment, due to economic constraints under the current General Plan and zoning policies.		Staff											
Midpeninsula Open Space District Zoning and Subdivision Regulations Amendments (M)	Revisions to PAD, RM/CZ and TPZ zones to eliminate requirements for conservation easements and master land division plans for land divisions brought about in connection with public agency land purchases for public recreational use.	Draft Scope of work, seeking contractor. Need to complete consultant contract, conduct analysis, engage interested parties, draft recommendations for decision makers	Melissa Ross, Consultants, Joe LaClair											
Program and Policy Implementation														
Connect the Coastside Implementation (M)	Several high priority transportation improvements in Connect the Coastside- the Comprehensive Transportation Management Plan require initiation by the Planning and Building Department in partnership with the Department of Public Works, Project Development Unit, and Caltrans.	Projects included Moss Beach and Montara Roundabouts, the Parallel Trail in Moss Beach, Park and Ride lot improvements, and several pedestrian crossings of Highway 1.	Senior Transportation Planner											
General Plan Conformity Requests (M)	Ongoing requests from the public, County Departments and other agencies requesting a determination from the Planning Commission regarding the conformity of governmental actions with the County's General Plan	Projects vary, and include easement or street vacations, public property purchases, etc.	Staff											
Community Based Transportation Plans (CBTP) Update for North and South County Urban Areas (M)	C/CAG -led update and expansion two existing CBTPs, (Bayshore and East Palo Alto CBTPs). The Bayshore Plan will incorporate additional Communities of Concern (CoCs) identified in the Plan Bay Area 2040 located within Daly City and unincorporated San Mateo County. The CBTP for East Palo Alto will expand to include contiguous CoCs in Redwood City, Menlo Park and portions of unincorporated San Mateo County.	Improve access and mobility for low-income communities for both commute and non-commute trips,	Joe LaClair, Will Gibson and New Transportation Planner											
Harbor Industrial Area - City of Belmont Annexation	Formal Local Agency Formation Commission Process to annex portions of, or the entire Harbor Industrial Area to the City Of Belmont.													
Vehicle Miles Traveled (VMT) Significance Thresholds and Transportation Demand Management (TDM) Ordinance (M)	The County, pursuant to SB743 must establish VMT significance criteria for evaluating the traffic impacts of projects pursuant to CEQA. The County also needs to establish TDM requirements for projects to ensure that development can proceed without excessive traffic impacts.	Led by Department of Public Works, supported by a consultant team with assistance from the City/County Association of Governments.	New Transportation Planner with Department of Public Works staff and Consultant											
Future Projects														
Grading Regulations														
Parking Regulations														
Gray Water Management														
Infrastructure Finance District in North Fair Oaks														
North Fair Oaks Plan Updates														
Other General Plan Section Updates														
Confined Animal Regulations														
Local Coastal Program Updates to Address Sea Level Rise														
Airport Land Use Compatibility Updates for Part 77 Consistency.														

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