

**Annual Report and Work Plan
Planning Commission**

City of Encinitas
January 2015 – June 2017

Adopted 04 February 2016
Exhibit 'A' to Resolution No. 2016-04

Representative	Community	Position	Term
Michael Glenn O'Grady	Leucadia	Chair	3/10 - 3/17
Anthony Brandenburg	Olivenhain	Vice-Chair	3/10 - 3/17
Ruben Dario Flores	New Encinitas	Commissioner	3/14 - 3/17
Greg Drakos	Cardiff-by-the-Sea	Commissioner	3/15 - 3/18
Tasha Boerner Horvath	Old Encinitas	Commissioner	6/15 - 3/18

Secretary

Manjeet Ranu, AICP
Acting Director of Planning and Building

Assistant City Attorney

Greg Lusitana

Commission Clerk

Deana Gay

Bylaws

<http://www.ci.encinitas.ca.us/modules/showdocument.aspx?documentid=5864>

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SUMMARY

The Planning Commission is pleased to present this inaugural annual report and work plan to the City Manager, City Council and community. The Commission and its staff accomplished much in 2015. Fundamental structural improvements were put into place, providing the Commission and staff the tools needed to effectively execute their duties as stewards of land use in Encinitas. *At Home in Encinitas*, the City's update of its Housing Plan, an element of the General Plan, is the most significant land use and policy initiative underway in Encinitas. The Commission is actively and successfully guiding that process, which remains on schedule. In a City passionate about its quality of life and community character, the Commission provides a public forum for decision making on discretionary land use projects. In doing so, the Commissioners maintain a respectful and healthy dialogue about matters before it and generally achieve consensus decisions for positive outcomes. The recommended work plan identifies continuous improvement opportunities, which either align with the City Council work plan, or leverage from it to accomplish even more.

INTRODUCTION AND BACKGROUND

Purpose of the Annual Report and Work Plan

The (inaugural) Annual Report serves as a retrospective look at the Planning Commission's activities during calendar year 2015. The Work Plan includes recommendations for the City Manager and City Council to consider in ensuring continuous improvement to the City's land use and regulatory framework. The work plan is submitted to the City Manager and City Council to align with the budget process, allowing for allocation of resources to implement all or part of the recommended work plan.

Acknowledgement of Finite Resources and Establishing Priorities

The Commission understands that departmental resources are finite, necessitating prioritization of items in the work plan. The work plan has been filtered to include what the Commission believes to be the City's highest land use policy and regulatory priorities. These priorities have been categorized to assist in programming the work plan. Alignment with the City Council's work plan is specifically noted, where that occurs. Seeing opportunities to consolidate, coordinate or leverage the City Council's work plan, the Commission has identified opportunities to accomplish even more for the betterment of Encinitas.

About the Planning Commission

The Encinitas Planning Commission is established in accordance with Section 2.34 of the Encinitas Municipal Code. It consists of five members. The Commission has final authority to decide discretionary projects, except for minor projects that are acted upon by the Planning and Building Department. Final Commission decisions are appealable to the Council. The Commission also is an integral part of the land use policy and regulatory making process. It assists the Council in distilling broad options and issues into focus, facilitating the City Council's decision making on land use policy and regulatory matters. The role of the Planning Commission is to provide input on land use and ensure orderly development reflective of Encinitas community values. It is accountable to the City Council.

SUMMARY OF 2015 ACCOMPLISHMENTS AND ACTIVITIES

<i>Meetings Held</i>	
Joint Study Sessions with City Council (<i>At Home in Encinitas</i>)	4
Regular Commission Meetings	14
Committee Meetings (Bylaws; Annual Report and Work Plan)	7
<i>Projects Reviewed by the Commission</i>	
Policy and Regulatory Projects	5
Discretionary Projects Reviewed	46
Projects Appealed to Council	4
Alcohol Land Use Permits	7
Density Bonus Projects	1
<i>Discretionary Projects Acted Upon by Staff</i>	
Discretionary Projects	64
Appealed to Council	0
<i>Continuous Improvement Initiatives Completed</i>	
Planning Commission Bylaws Updated	1
Agenda Report and Resolution Content and Format Simplified and Focused	1
Community Character (CEQA) Report Guidelines Created	1
Permit and Service Delivery Performance Standards and Process Guide Created	1
e-Project Source First Full Year of Implementation	1
<i>Prior Year Work Plan Accomplishments</i>	
Not Applicable for Inaugural Year of Annual Report and Work Plan	N/A

Planning Commission's Policy and Regulatory Work Plan, January 2016 – June 2017 (adopted 04 February 2016)

Goal is to consolidate initiatives into comprehensive work programs allowing more to be accomplished than otherwise possible

Work Programs Summary

Mandated

- *At Home in Encinitas*
 - 23 implementation programs
 - Conforming amendments
 - EIR programmatic mitigation measures
- Urban Agriculture

Fix and Improve

- New and Existing Accessory Housing Units
- Inclusionary Affordable Housing Regulations
- Public Outreach Principles and Communications Templates
- Annual Omnibus Zoning Code Cleanup
- Appeal Process Reform

Long-term Goals

- Circulation Element Update
 - Active Transportation Plan
 - Rail Corridor Vision Plan
 - Coastal Business Districts Parking Study
- Land Use Element Update
 - Regulating the Size of Single Family Houses
 - Citywide Design Guidelines Update
 - Zoning Code Update
- Recreation Element Update

2016-2017 Planning Commission Work Plan (Draft)

	Already funded?	Staffing	Budget	Council work plan?	2016												2017					
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
MANDATED																						
<i>At Home in Encinitas</i>	100%	Staff/consultant	\$1,025,732	Yes	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	→		
Urban Agriculture	Partial	Staff	Staff Time	Yes		█	█	█	█	█	█											
FIX & IMPROVE																						
New and Existing Accessory Housing Units	Operations	Staff	Staff Time	Yes		█	█	█	█	█	█	█	█	█								
Inclusionary Affordable Housing Regulations	100%	Staff	\$50,000	Yes		█	█	█	█	█	█	█	█	█								
Public Outreach Principles and Communications Templates	Operations	Staff	Staff Time	No					█	█	█	█	█									
Annual Omnibus Code Clean-Up	Operations	Staff	Staff Time	No								█	█	█	█	█						
Appeal Process Reform	Operations	Staff	Staff Time	No											█	█	█	█				
LONG-TERM GOALS																						
Circulation Element Update	97%	Staff/consultant	\$687,500	Yes	ATP + Coastal Business Districts Parking Study + Rail Corridor Vision Plan																	→
Land Use Element Update	0%	Staff/consultant	\$375,000	No	Zoning Code Update + Design Guidelines Update + Regulating Single Family House Size																	→
Recreation Element Update	0%	Staff/consultant	\$10,000	No																→		

Darker color: Commission study sessions
Lighter color: Public hearings/Recommendations
Grey color: Project working time

Work Program Categories

Mandated	Required by law or City Council direction to complete in its 18-month work program
Fix and Improve	Focused amendments requiring minimal level of resources with good potential to create efficiencies
Long-term Goals	Comprehensive work programs based on community visioning and clearly defining what Encinitas wants to be

Work Programs Detail

NAME	COUNCIL'S WORK PLAN?	AMENDS GENERAL PLAN?	COMMENTS	SCHEDULE*	BUDGET	FUNDED	HOURS
MANDATED							
AT HOME IN ENCINITAS (MANDATED)	Yes	Yes	Updates the Housing Element of the City's General Plan; requires public vote in November 2016	2013 - 2016	\$850,732	100%	5,828
Program 1A	Yes	Yes	Accommodate the City's Regional Housing Needs Assessment allocation	Included in At Home in Encinitas main project budget and schedule			
Program 1B	Yes	Yes	Create new design standards and guidelines as part of adoption of new zoning districts	Included in At Home in Encinitas main project budget and schedule			
Program 1C	Yes	Yes	Promote the development of accessory housing units	2015 - 2016	Staff time	100%	120
Program 1D	Yes	Yes	Ensure that adequate sites remain available throughout the planning period	2016 - 2017 and ongoing	Staff time	100%	40
Program 1E	Yes	Yes	Promote and streamline lot consolidation	2015 - 2016 and ongoing	Staff time	100%	20

NAME	COUNCIL'S WORK PLAN?	AMENDS GENERAL PLAN?	COMMENTS	SCHEDULE*	BUDGET	FUNDED	HOURS
Program 1F	Yes	Yes	Energy conservation and energy efficiency opportunities <i>(relies on building/green uniform codes, current Climate Action Plan, local programs and any updates of these)</i>	2017 and ongoing	Staff time	100%	Routine
Program 2A	Yes	Yes	Continue and broaden inclusionary housing policies Also addresses: • Affordable housing guidelines	2015 - 2016	\$50,000	100%	400
Program 2B	Yes	Yes	Facilitate affordable housing	Ongoing	Staff time	100%	Routine
Program 2C	Yes	Yes	Utilize Section 8 housing choice vouchers	Ongoing	Staff time	100%	Routine
Program 2D	Yes	Yes	Maximize housing a affordability through market-based approaches	Included in At Home in Encinitas main project budget and schedule			
Program 2E	Yes	Yes	Establish infrastructure and public amenities financing tools <i>(parking districts component studied in Coast Highway 101 Business Districts Parking Study; feasibility study only)</i>	Initiate by 2017	\$100,000	50%	769
Program 3A	Yes	Yes	Update the density bonus ordinance	2015	COUNSEL	100%	COUNSEL
Program 3B	Yes	Yes	Establish parking standards appropriate for different kinds of housing	Included in At Home in Encinitas main project budget and schedule			
Program 3C	Yes	Yes	Modify regulations that constrain the development of housing	2016 - 2018	Staff time	100%	240
Program 3D	Yes	Yes	Accommodate specialized housing types	2017 and 2018	Staff time	100%	240
Program 3E	Yes	Yes	Right to Vote Amendment monitoring	Ongoing	Staff time	100%	80

NAME	COUNCIL'S WORK PLAN?	AMENDS GENERAL PLAN?	COMMENTS	SCHEDULE*	BUDGET	FUNDED	HOURS
Program 3F	Yes	Yes	Rescind obsolete Growth Management policies and program	2016	Staff time	100%	80
Program 4A	Yes	Yes	Pursue opportunities to create safe and healthy housing <i>(same as the Affordable Dwelling Unit Policy Program)</i>	2016	Staff time	100%	80
Program 4B	Yes	Yes	Assist in rehabilitating housing	Ongoing	Staff time	100%	Routine
Program 5A	Yes	Yes	Provide flexibility in reasonably accommodating housing for the physically and developmentally disabled	2019	Staff time	100%	160
Program 5B	Yes	Yes	Promote fair housing	Ongoing	Staff time	100%	Routine
Program 6A	Yes	Yes	Monitor publicly assisted housing projects	2021	Staff time	100%	Routine
Program 6B	Yes	Yes	Extend term of affordability with in-lieu programs <i>(related to Program 2A)</i>	2017	Staff time	100%	80
Land Use and Noise Elements Amendments	Yes	Yes	Amendments being done as part of At Home in Encinitas to address required implementation and internal Element consistency	2015 - 2016	Staff time	100%	40
Conforming Amendments to EMC Titles 23, 30 and Specific Plans	Yes	No	Amendments necessary to implement At Home in Encinitas	2015 - 2016	Staff time	100%	80
Fee Mitigation	Yes	Yes	Mitigation measure in EIR	2016 - 2017	\$25,000	0%	192
URBAN AGRICULTURE (MANDATED)	Yes	TBD		2014 - 2016	Staff time	100%	340

NAME	COUNCIL'S WORK PLAN?	AMENDS GENERAL PLAN?	COMMENTS	SCHEDULE*	BUDGET	FUNDED	HOURS
FIX AND IMPROVE							
NEW AND EXISTING ACCESSORY HOUSING UNITS (FIX AND IMPROVE)	Yes	Yes	<i>At Home in Encinitas:</i> <ul style="list-style-type: none"> • Program 1C, Promote the development of accessory housing units • Program 4A, Pursue opportunities to create safe and healthy housing (<i>same as the Affordable Dwelling Unit Policy Program</i>) 	2015 - 2016	Staff time	100%	200
INCLUSIONARY AFFORDABLE HOUSING REGULATIONS (FIX AND IMPROVE)	Yes	Yes	<i>At Home in Encinitas:</i> <ul style="list-style-type: none"> • Program 2A, Continue and broaden inclusionary housing policies Also addresses: <ul style="list-style-type: none"> • Affordable housing guidelines 	2015 - 2016	\$50,000	100%	400
PUBLIC OUTREACH PRINCIPLES AND COMMUNICATIONS TEMPLATES (FIX AND IMPROVE)	No <i>(Commission recommends)</i>	No	Coordinate with the City Manager's communications initiative to standardize the approach to public outreach on land use matters	TBD	TBD	TBD	TBD

NAME	COUNCIL'S WORK PLAN?	AMENDS GENERAL PLAN?	COMMENTS	SCHEDULE*	BUDGET	FUNDED	HOURS
ANNUAL OMNIBUS ZONING CODE CLEANUP (FIX AND IMPROVE)	No <i>(Commission recommends)</i>	No	Allows for ongoing technical cleanups and isolated substantive amendments to promote effective administration of the Zoning Code Also addresses: <ul style="list-style-type: none"> • Massage establishments and massage therapists • Sidewalk Dining Resolutions No. 2012-03 and 2012-04 • Neighborhood Preservation and Rooming House Ordinance • Water Efficient Landscape Ordinance • Improving the effectiveness of code enforcement • Outdoor merchandise display • RR zoning district density and lot size clarifications • Technical fixes of animal regulations not addressed by Urban Agriculture ordinance • New vehicle dealer storage needs • AB1826 mandatory organics recycling 	2016	Staff time	100%	240

NAME	COUNCIL'S WORK PLAN?	AMENDS GENERAL PLAN?	COMMENTS	SCHEDULE*	BUDGET	FUNDED	HOURS
APPEAL PROCESS REFORM (FIX AND IMPROVE)	No <i>(Commission recommends)</i>	No	Allow the Planning Commission to be final appeals body for administrative decisions (must consult with legal counsel)	TBD	TBD	TBD	TBD

NAME	COUNCIL'S WORK PLAN?	AMENDS GENERAL PLAN?	COMMENTS	SCHEDULE*	BUDGET	FUNDED	HOURS
LONG-TERM GOALS							
CIRCULATION ELEMENT UPDATE (LONG-TERM GOAL)	Yes	Yes	Active Transportation Plan, Rail Corridor Vision Plan and Business Districts Parking Study provide focused updates to the Circulation Element; Housing Element Update may suggest future focused updates; Circulation and Land Use Elements work together so updating both concurrently is an efficient approach	2017 - 2019	\$310,000	97%	2,400
Active Transportation Plan	Yes	Yes	Suggests focused update to the Circulation Element	2015 - 2016	\$75,000	100%	393
Rail Corridor Vision Plan	Yes	Yes	Suggests focused updates to the Land Use and Circulation Elements	2016 - 2017	\$227,500	100%	577
Coastal Business Districts Parking Study	Yes	No	Partially implements At Home in Encinitas Program 2E	2016	\$75,000	100%	380

NAME	COUNCIL'S WORK PLAN?	AMENDS GENERAL PLAN?	COMMENTS	SCHEDULE*	BUDGET	FUNDED	HOURS
LAND USE ELEMENT UPDATE (LONG-TERM GOAL)	No <i>(Commission recommends)</i>	Yes	Leverages multiple Strategic Plan initiatives, including Economic Development, Circulation Element Update and Parks Master Plan Update; would reinforce areas of stability and address areas of change in the city; can address community-specific planning topics	2017 - 2019	\$100,000	0%	769
Regulating the Size of Single Family Houses	No <i>(prior Council direction)</i>	No	Should be addressed as part of an update of the Land Use Element, Zoning Code Update and updated citywide Design Guidelines	Included in updates to Land Use Element, Design Guidelines and Zoning Code			
Citywide Design Guidelines Update	No <i>(Commission recommends)</i>	No	Leverages the work done in studying community character and preparing new Design Guidelines for At Home in Encinitas and translating that citywide; current Design Guidelines are not sufficiently effective	2017 - 2019	\$100,000	0%	769

NAME	COUNCIL'S WORK PLAN?	AMENDS GENERAL PLAN?	COMMENTS	SCHEDULE*	BUDGET	FUNDED	HOURS
Zoning Code Update	No <i>(Commission recommends)</i>	No	Can occur concurrently with an update to the Land Use Element and bring needed modernization to the Zoning Code, especially addressing areas of frustration that do not yield desired outcomes; achieves update to Local Coastal Program Also addresses: <ul style="list-style-type: none"> • Evaluation, update and potential incorporation of existing Specific Plans into the Land Use Element and Zoning Code • Parking and bike standards • Sign code update • Updates to Specific Plans • Updated noise standards 	2017 - 2019	\$175,000	0%	1,346
RECREATION ELEMENT UPDATE (LONG-TERM GOAL)	No <i>(Commission recommends)</i>	Yes	Leverages Parks Master Plan Update to make corresponding updates to the Recreation Element; conduct concurrently with updates to Circulation and Land Use Elements to ensure that the mobility network addresses recreation facilities and trails, along with accounting for recreation needs related to land use	2016 - 2019	\$10,000	0%	77

*excludes Coastal Commission LCPA process

**Commission's work plan will include a preface to provide guiding principles and goals, giving context to this work plan

City’s General Plan Elements

General Plan Element	Suggested Timing of Comprehensive Update	Comprehensive Update Underway or Coming Soon	Focused Amendments Underway	Leveraged Comprehensive Update Possible Soon	Future Update
Housing	2013 - 2016	●			
Recreation ¹	2016 - 2019			●	
Land Use ²	2017 - 2019		●	●	
Circulation	2017 - 2019	●			
Resource Management ^{3,4}	2020 - 2022				●
Public Safety ⁴	2020 - 2022				●
Noise	2020 - 2022		●		●

1. The Recreation Element is not mandated by the State, but is a common optional element
2. Local Coastal Program is required for areas in the Coastal Zone; includes the City’s land use plan and Zoning Code
3. Both the State-mandated Conservation and Open Space Elements are part of the City’s Resource Management Element
4. Government Code Section 65302 requires the Resource Management and Public Safety Elements be updated after the Housing Element

Other common or State-suggested optional elements or themes include Economic Development; Healthy Communities; Social Equity, Environmental Justice and Community Resilience; Climate Change

Considerations

- Cost savings: Consolidating initiatives allows similar, overlapping/duplicate tasks (project management, technical studies, outreach, etc.) to be conducted as one and allows CEQA to be addressed comprehensively (one EIR can cover all the tasks listed above for the Circulation, Land Use and Recreation Elements Updates)
- Outreach: Consolidating initiatives also consolidates public outreach activities and reduces public engagement fatigue
- Phased update to General Plan: Some of the initiatives result of frustrations from outcomes that did not match expectations; this occurs because the General Plan and implementing regulations are not be fully aligned with the current community's values and needs; stitching together multiple, disparate yet related items into consolidated programs allows resources to be leveraged and the General Plan to be comprehensively updated in two phases (first phase: 2013 – 2019; second phase 2020 – 2022); implementing regulations should be updated concurrently to be efficient with resources and public engagement

RESOLUTION NO. PC 2016-04

A RESOLUTION OF THE CITY OF ENCINITAS PLANNING COMMISSION APPROVING THE ANNUAL REPORT AND WORK PLAN FOR 2015 THROUGH JUNE 2017, AUTHORIZING TRANSMITTAL TO THE CITY MANAGER AND CITY COUNCIL AND ASSIGNING REPRESENTATIVES

WHEREAS, Encinitas Municipal Code Section 2.30.040 C. requires the Commission to prepare and present an annual report and work plan to the City Council, which requirement is further guided by the Commission's bylaws;

WHEREAS, on November 19, 2015, the Commission created the Annual Report and Work Plan Committee, and appointed Chairman O'Grady and Commissioner Boerner Horvath as Committee members;

WHEREAS, the Committee conducted public meetings and regularly updated the full Commission on its progress;

WHEREAS, the Planning Commission conducted a duly agendized public hearing on February 4, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Encinitas Planning Commission hereby APPROVES its Annual Report and Work Plan based on the following Environmental Determination and provides for the following further direction:

Section 1. California Environmental Quality Act Determination

This action is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15378(b)(5), which exempts organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Section 2. Commission Direction

- A. Exhibit A includes the Annual Report and Work Plan.
- B. The Commission designates the Committee representatives, Chairman O'Grady and Commissioner Boerner Horvath, to finalize the report format with staff, allowing for non-substantive editing.
- C. The Committee representatives are designated to present the Annual Report and Work Plan to the City Manager and City Council.
- D. Upon completion of the transmittal and presentation to the City Manager and City Council, the Committee's worked is concluded and the Committee is disbanded.

The above environmental determination and direction are supported by the minutes, maps, and exhibits, all of which are herein incorporated by reference.

PASSED AND ADOPTED this 4th day of February, 2016 by the following vote, to wit:

AYES: O'Grady, Brandenburg, Flores, Drakos, Boerner Horvath

NOES: None

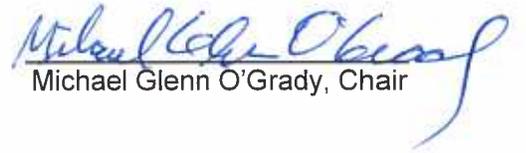
ABSTAIN: None

ABSENT: None

ATTEST:



Manjeet Ranu, AICP
Secretary



Michael Glenn O'Grady, Chair