



**CITY OF ALBANY
PLANNING & ZONING COMMISSION**

1 July 2021 – 30 June 2023 Work Plan

Recommended by the Planning & Zoning Commission: May 12, 2021

Approved by the City Council: DATE

Background

Each advisory body shall prepare a work plan to be approved by the City Council to ensure tasks being undertaken support the overarching goals of the Council and the City.

This work plan encompasses two fiscal years (July 1 – June 30), starting with the fiscal year following a regular City Council election. The work plan reviews progress on the prior work plan, and identifies items for the next work plan period. The work plan includes items identified as priority projects within the City Council’s Strategic Plan.

The newly appointed advisory body shall draft a work plan during the first half of their first year. This will be presented to the Council for approval and implementation will begin in July. Tasks remaining on the previous work plan will be worked on between January – June.

The Planning & Zoning Commission shall review the work plan mid cycle (June of the odd year) to identify accomplishments and ensure continued focus on completing tasks.

If a change is needed to the work plan outside of that schedule, the Planning & Zoning Commission shall submit a “Request for Amendment to Advisory Body Work Plan” Form for review by the City Council.

Advisory bodies shall review their work plans at the end of the two year term (November/December even calendar year) and create a status report of their work, including what was completed; what should continue; and what should be dropped. An optional narrative can explain decisions made regard individual items. This summary document will assist the bodies newly appointed at the beginning of the odd calendar year understand their role and enable them to develop their own plan going forward.

Purpose of the Planning & Zoning Commission

The Planning & Zoning Commission makes recommendations to the City Council regarding all provisions of the General Plan, advises the City Council regarding the physical development of the City, and exercises functions with respect to land subdivisions, planning, and zoning as specified by Planning and Zoning Code and as set forth in the State Government Code and by the California Environmental Quality Act.

2019-2021 Work Plan Outcomes

Major achievements were completed in 2019-2021. This includes:

- Completion and Adoption of the Accessory Dwelling Unit Ordinance
- Completion and Adoption of a new Sign Ordinance
- Zoning Classification establishment for 755 Cleveland (SAHA Housing Project)
- Review and recommendation to approve a nine (9) unit subdivision a townhouse development that includes nine new units, with one affordable unit pursuant to State Density Bonus Law
- Review and recommendation to approve a fourteen (14) unit apartment building that includes two (2) affordable units pursuant to State Density Bonus Law

Application Totals

- In 2019, 73 current Planning Applications were filed. The following applications went to Planning & Zoning Commission for review and action:
 - 26 Residential Remodels
 - 3 Conditional Use Permits
 - 1 Subdivision Map
- In 2020, 68 current Planning Applications were filed. The following applications went to Planning & Zoning Commission for review and action:
 - 28 Residential Remodels
 - 4 Conditional Use Permits

Fiscal Year 2021-2023 Work Plan Items

Regular Reports

N/A

Recurring Action Items

N/A

One-time Action Items

The Planning & Zoning Commission is currently working on two long range planning efforts related to housing.

The Strategic Plan for 2019-2021 establishes a priority for the Planning & Zoning Commission to facilitate new development in Albany by implementing Housing Element policies which modify existing development standards for greater flexibility. These efforts are expected to commence within the next two years, 2021-2023. Identified initiatives include:

- Initiated the San Pablo Avenue Specific Plan with expected completion in Winter 2022
 - Efforts being lead by Lexington Planning & Urban Field Design Studio
- Initiated the 2023-2031 Housing Element Update (February 2021)
 - Work with Barry Miller to update the Housing Element for the next cycle

- Update codes to support housing, urban development and investigate floor - area regulations (FAR) related to building height for multi-family development
- Review and recommendation for a new 207 unit mixed use project at 540 San Pablo Avenue
 - Recommended approval on September 29, 2021

Potential Future Work Plan Items

N/A

Attachments

1. Meeting Attendance 2019
2. Meeting Attendance 2020
3. Meeting Attendance 2021

Planning & Zoning Commission 2019

| Meeting Date | Meeting Length |
|--------------------------|---|
| January 9, 2019 | 1 hour 29 minutes (89 minutes) |
| January 23, 2019 | 1 hour 57 minutes (113 minutes) |
| February 13, 2019 | 3 hours (180 minutes) |
| March 13, 2019 | 3 hours 3 minutes (183 minutes) |
| March 27, 2019 | 56 minutes |
| April 10, 2019 | 2 hours 58 minutes (178 minutes) |
| April 24, 2019 | 2 hours 19 minutes (139 minutes) |
| June 12, 2019 | 1 hour 14 minutes (74 minutes) |
| June 26, 2019 | 2 hours 5 minutes (125 minutes) |
| July 10, 2019 | 2 hours 19 minutes (139 minutes) |
| July 24, 2019 | 1 hour 20 minutes (80 minutes) |
| September 11, 2019 | 2 hours 19 minutes (139 minutes) |
| September 25, 2019 | 57 minutes |
| October 9, 2019 | 2 hours (120 minutes) |
| October 23, 2019 | 2 hours (120 minutes) |
| November 13, 2019 | 1.5 hours (90 minutes) |
| December 11, 2019 | 2 hours (120 Minutes) |
| 16 Meetings Total | Average Length: 2 hours, 5 minutes (125 minutes) |

Planning Commission Meetings 2020

| Meeting Date | Meeting Length |
|--------------------|--------------------------------------|
| January 22, 2020 | 2 hours 35 minutes (155 minutes) |
| January 29, 2020 | 2 hours 47 minutes (167 minutes) |
| February 12, 2020 | 1 hour 57 minutes (117 minutes) |
| March 11, 2020 | 2 hours, 41 minutes (161 minutes) |
| April 29, 2020 | 33 minutes |
| May 27, 2020 | 3 hours, 46 minutes (226 minutes) |
| June 24 ,2020 | 2 hours, 22 minutes (142 minutes) |
| July 27, 2020 | 3 hours, 4 minutes (184 minutes) |
| September 23, 2020 | 3 hours, 8 minutes (188 minutes) |
| October 14, 2020 | 2 hours, 20 minutes (140 Minutes) |
| October 28, 2020 | 2 hours, 2 minutes (122 minutes) |
| December 9, 2020 | 3 hours, 48 minutes (228 minutes) |
| 12 Meetings | 2 hours, 35 minutes |

Planning Commission Meetings 2021

| Meeting Date | Meeting Length |
|--------------------|--------------------------------------|
| January 13, 2021 | 1 hour 26 minutes (86 minutes) |
| January 27, 2021 | 1 hour 16 minutes (76 minutes) |
| February 24, 2021 | 2 hours 20 minutes (140 minutes) |
| March 10, 2021 | 3 hours (180 minutes) |
| April 14, 2021 | 1 hour 36 minutes (96 minutes) |
| April 28, 2021 | 1 hour 5 minutes (65 minutes) |
| May 12, 2021 | 2 hours 50 minutes (170 minutes) |
| May 26, 2021 | 3 hours 54 minutes (234 minutes) |
| June 23, 2021 | 3 hours (180 minutes) |
| July 14, 2021 | 2 hours (120 Minutes) |
| July 28, 2021 | 48 minutes |
| August 4, 2021 | 2 hours, 14 minutes (174 minutes) |
| September 1, 2021 | 1 hour, 40 minutes (100 minutes) |
| September 8, 2021 | 2 hours, 41 minutes (161 minutes) |
| September 22, 2021 | 3 hours, 30 minutes (210 Minutes) |
| September 29, 2021 | 2 hours, 22 minutes (142 minutes) |
| 16 Meetings | 2 hours, 16 minutes |