



CITY OF LAKEPORT PLANNING COMMISSION

MEMORANDUM

RE: Planning Department & Planning Commission
2017 Goals and Work Program

MEETING DATE: January 11, 2016

SUBMITTED BY: Kevin M. Ingram, Community Development Director

PURPOSE OF REPORT: Information only Discussion Commission Action

WHAT IS BEING ASKED OF THE PLANNING COMMISSION:

Review and discuss the Planning Department's and Planning Commission's Goals and Work Program for the 2017 calendar year.

DISCUSSION:

The purpose of this discussion item is to: 1) review the annual tasks and responsibilities of the Planning Commission; 2) Analyze progress made towards the fulfillment of the 2016/17 fiscal year goals for the Community Development Department adopted by the City Council; 3) discuss how the Planning Department and Planning Commission can better work towards meeting these goals; and lastly, 4) discuss possible goals to be considered for the 2017/18 fiscal year.

Annual Tasks of the Planning Commission—In addition to the review and approval of land use development applications the Planning Commission is called upon to review and report on a number of issues that occur annually. These include:

- The annual election of officers;
- Review of Year-end report of processed by the Department in the previous year;
- General Plan Annual Progress Report;
- Housing Element Annual Progress Report;
- Annual recognition / award program for recent development projects which have contributed to the enhancement of the City's image.

Some of these annual tasks are required per local and State codes; however in the past these tasks have not always been adhered to on an annual basis. Planning staff has made progress over this past calendar year in adhering to these requirements but still has some work to do to get completely back on track. Staff is also seeking input from the Planning Commission on the structure and calendaring of these items.

2016/2017 Fiscal year goals and accomplishments—

2016-17 Goals	Accomplishments
Near Term Goals (1 Year)	
1. <i>Development of a Lakefront Revitalization Plan</i>	<ul style="list-style-type: none"> • Successful Public Outreach and Involvement in development of Plan • Consultant currently in process of completing draft plan for review • Expect to present to Planning Commission in March • Adoption of Plan in Spring 2017
2. <i>Review City land use classification mapping to resolve existing inconsistencies between Zoning and General Plan</i>	<ul style="list-style-type: none"> • Successfully identified all existing inconsistencies. • Plan for revisions presented to Planning Commission in December 2016. • Staff currently completing required environmental analysis and beginning legal notification to property owners and interested members of the public. • Expected completion in Spring/Summer 2017.
3. <i>Improve perception of CDD in community through improvement of: customer service, access to pertinent permitting and development information and outreach to local business. (re-vamp website, review and amend Architectural and Design Review procedures, increase business site visits & update vacant land and building listing)</i>	<ul style="list-style-type: none"> • Adoption of minor changes to the Zoning Ordinance improving transparency and streamlining permit processing. • Working closely with LEDAC on the development of strategic plan for economic development which at its core includes efforts to better engage and outreach to the business community. • Ongoing effort to inventory and update existing department handouts, create new handouts for frequently asked questions and make handouts and applications accessible online.
Other Accomplishments:	<ul style="list-style-type: none"> • Improved Tracking Systems for the management of Code Enforcement and Mitigation Monitoring. • Re-establishment of the Traffic Safety & Advisory Committee • Receipt of \$1.8 million Active Transportation Planning Grant through Caltrans for sidewalk and pedestrian improvements to Hartley St. • Receipt of \$680,000 Highway Safety Improvement Program Grant through Caltrans for pavement delineation improvements for Arterial & Collector streets citywide. • Significant progress and completion of several large capital improvement projects (Downtown Improvement

	Phase II, Carnegie Library Accessibility Upgrades, Lakeshore Boulevard Emergency Repair, etc.)
Medium Range Goals (2-5 Years)	
1. <i>Annexation of south Lakeport</i>	<ul style="list-style-type: none"> • Ongoing outreach to South Main Street/Soda Bay Road businesses within the annexation area. • New District 4 Supervisor and County Administrative Officer interested in sitting down with City to discuss annexation issues. • Expected submittal of formal application for Annexation to LAFCO in calendar year 2017.
2. <i>Development of a One-Stop Permit Shop</i>	<ul style="list-style-type: none"> • Working on reorganizing electronic and paper department records to allow for possible minor remodel of City Hall for the development of a One-stop permit window. • New Permit Technician position will assist in ability to host a One-Stop Permit Center. • Making efforts to placing all permitting materials and handouts online in the creation of an electronic permit one-stop center.
3. <i>Development of Departmental Policies & Procedures</i>	<ul style="list-style-type: none"> • Working directly with the Building Division and other City Department in performing in identifying and auditing all existing development related fees. • (Objective is to provide information to developers about applicable fees earlier in the development process through the updating of handouts and information online.)
Long Range Goals (6-20 Years)	
1. <i>Plan for succession.</i>	<ul style="list-style-type: none"> • Positive spillover effects from the development of policies and procedures noted above.
2. <i>Ordinance & Plan Updates: Sign Ordinance Revisions, explore changes to the Marijuana Cultivation Ordinance in light of amendments to recent State legislative changes, continue to monitor and review progress towards the implementation of the General Plan</i>	<ul style="list-style-type: none"> • Marijuana Ordinance Revisions: CDD staff has been meeting with other management staff and a couple City Council members discussing possible changes to the existing Marijuana Cultivation Ordinance in order to be compliant with recently approved state legislations (MMRSA) and Prop. 64 (AUMA). • Annual General Plan Review: Staff currently analyzing progress on stated goals and policies within the General Plan. Expected presentation to Planning Commission in Summer of 2017.
3. <i>Explore alternative financing strategies for the completion of Right-of-Way and stormwater</i>	<ul style="list-style-type: none"> • Currently being investigated by Public Works and Engineering staff. • Engineering staff currently in the process of developing and revising master plan documents for: sewer, water,

<p><i>improvements association with single family home construction (i.e. cost amortization via property assessments, benefit assessments districts and grants)</i></p>	<p>roads & stormwater.</p>
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Other possible goals to consider for the 2016/17 fiscal year—

- Cannabis Regulation: Given the recent passage legislation by the State of the “Medical Marijuana Regulation and Safety Act” and adoption of Prop 64 “Adult Marijuana Use Act” the City Council has provided direction to management staff to begin reviewing possible and required changes to the City regulations pertaining to cultivation, retail sales and manufacturing/processing of cannabis.
- Lakefront Plan Implementation: With the expected adoption of the Lakefront Revitalization Plan this spring, the City Manager has expressed interest in seeing the immediate implementation of some of the plans suggestions. One of these implementation areas is likely to include the need to revise existing General Plan and Zoning regulations for this area.
- LEDAC Strategic Plan Goals: LEDAC is currently in the process of preparing a five-year strategic plan to present to the City Council in the next couple of months. This document combines the efforts of several studies and plans prepared for the City, including the General Plan, and is meant to be a guidance document for economic development activities within the City. Many of the recommended implementation strategies/projects impact land use and permit processing policies and procedures. These include:
 - Downtown Parking Audit
 - Development of a Wireless Communication Ordinance
 - Development of a comprehensive guide to doing business within the City of Lakeport
 - Revisions to the City's sidewalk dining and outdoor sales regulations
 - Establish procedures to promote tourism/lake recreational vending near the shoreline.

Community Development staff is open and encourages suggestions from both the Planning Commission and the general public on proposed actions and projects that will positively assist in the achievement of the above stated goals and the identification of new goals aimed at improving the quality of life for the community as a whole.