

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

**DATE:** February 27, 2018

**TO:** Planning Commission  
**FROM:** Planning Staff  
**SUBJECT:** 2019/2020 Long Range Planning Work Program

**PROPOSAL**

Consider a briefing by staff on the 2019/2020 Long Range Planning Work Program that describes current, upcoming and future policy projects, including project descriptions, staffing and timelines

**RECOMMENDATION**

1. That the Planning Commission consider and concur with the 2019-2020 Long Range Planning Work Program

**BACKGROUND**

Report Prepared By: Joe LaClair

Location: Unincorporated San Mateo County

**DISCUSSION**

A. **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. 2019/2020 Long Range Planning Work Plan

Long Range Planning Projects: Work Plan for 2018 and 2019

Project Name	Project Description	Status/Tasks	Staff	Timeline								
				Winter 2019	Spring 2019	Summer 2019	Fall 2019	Winter 2020	Spring 2020	Summer 2020	Fall 2020	Winter 2021
<b>Current Projects</b>												
<b>Subdivision Regulations Implementation</b>	The Board of Supervisors adopted comprehensive updates to the Subdivision Regulations on December 12, 2017. Implementation (Application guidance, website) will be completed during 2019.	Remaining work includes: Develop handouts/web text to assist applicants with development footprint analysis process.	Joe LaClair, Melissa Ross, Maya Briones									
<b>El Camino Real/5th Avenue Rezoning Implementation</b>	The Planning Commission and Board of Supervisors adopted the new Commercial Mixed Use 1 and 2 and Neighborhood Mixed Use- El Camino Real zoning in November 2017. Implementation and applicant assistance work commenced in 2018 will be completed during 2019.	Remaining work includes: prepare FAQs and design guidelines checklist to assist applicants and staff with permitting; develop Site Development Permit application materials.	Joe LaClair, Melissa Ross									
<b>Connect the Coastside</b>	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									
<b>Tree Regulations</b>	The Planning and Building, Public Works and Parks Departments, in collaboration with the 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, Public Works and Parks Departments, Office of Sustainability									
<b>Child Care Ordinance</b>	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									
<b>Plan Princeton</b>	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									
<b>Accessory Buildings and Structures</b>	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, Angela Chavez									
<b>Middlefield Junction Mixed Use Redevelopment Master Planning and Development</b>	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.	Will Gibson, Angela Chavez, Housing Department, County Managers Office, County Health Department, City of Redwood City staff and Decision Makers									
<b>Phase 2B, North Fair Oaks Community Plan Implementation: Commercial Mixed Use: CMU-3</b>	Rezoning of commercially-zoned properties along Middlefield Road and nearby streets to Commercial Mixed Use, consistent with the North Fair Oaks Community Plan, in a collaborative public process.	Work remaining includes: develop and implement stakeholder process and prepare detailed work plan; research current conditions; gather and analyze data; develop and review preliminary proposals with stakeholders; prepare and present zoning to Planning Commission and Board of Supervisors for adoption; prepare materials to assist planners and applicants to implement new zoning.	Will Gibson, Joe LaClair, Pacific Conflict Resolution Center, North Fair Oaks Forward									
<b>Phase 3, North Fair Oaks Community Plan Implementation Mixed-use Industrial: M-1/NFO</b>	Rezoning industrially-zoned properties along Spring and Edison Streets and nearby streets to Industrial Mixed Use, consistent with the North Fair Oaks Community Plan, in a collaborative public process.	Work remaining includes: develop and implement stakeholder process and prepare detailed work plan; research current conditions; gather and analyze data; develop and review preliminary proposals with stakeholders; prepare and present zoning to Planning Commission and Board of Supervisors for adoption; prepare materials to assist planners and applicants to implement new zoning.	Will Gibson, Joe LaClair, Pacific Conflict Resolution Center, North Fair Oaks Forward									
<b>Green Infrastructure Plan</b>	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 will include policy updates and capital project commitments that achieve pollutant reductions.	Work includes: prepare and issue a request for proposals; hire consultant; prepare detailed work plan; research issues, gather data, analyze and summarize conclusions; design and implement a stakeholder process; revise General Plan and Special Area Plan policies, as well as several zoning code sections; prepare necessary environmental documentation; present recommended changes to Advisory Councils, Planning Commission and Board of Supervisors; and submit associated Local Coastal Program amendments for Coastal Commission certification.	Joe LaClair, New Hire, Consultant, Public Works and Parks Departments the Office of Sustainability, and City/County Association of Governments									

Long Range Planning Projects: Work Plan for 2018 and 2019

Project Name	Project Description	Status/Tasks	Staff	Timeline					Timeline					
				Winter 2019	Spring 2019	Summer 2019	Fall 2019	Winter 2020	Spring 2020	Summer 2020	Fall 2020	Winter 2021		
<b>Housing Element Projects</b>	<b>Current and New</b>													
<b>Second Unit Amnesty Program</b>	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. A contract inspection team has been selected, and the County is working with the inspection team to finalize program documents and processes, select initial applicants for the 6-month pilot phase of the program, and coordinate with the Housing Department's rehabilitation loan team.	Will Gibson, Housing Department, County Counsel, Environmental Health, Public Works, CMO											
<b>Inclusionary Housing Ordinance Updates</b>	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 2018, in collaboration with the County Housing Department, and are intended to be submitted to the BOS in Fall of 2019.	Will Gibson, Housing Department											
<b>Density Bonus Ordinance Updates</b>	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 2019.	Will Gibson, Housing Department											
<b>Reasonable Accommodation Policy</b>	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 2019.	Will Gibson											
<b>Second Unit Regulation Updates</b>	Updates to further amend the County's recently updated Second Unit Ordinance to: capture and/or further clarify some requirements of State law that were not fully implemented, or not clearly described in the updated ordinance; clean up minor errors or other unclear portions of the new ordinance; and propose some new regulations and other measures to facilitate production of second units in the unincorporated County.	Proposed changes were adopted by the Planning Commission on February 13, 2019, and the BOS is scheduled to consider the proposal in March. The adopted regulations will be submitted to the Coastal Commission for certification as part of the County's Local Coastal Program; certification is likely by Fall 2019 at latest.	Will Gibson											
<b>Home for All ADU Work and Other Related Housing Tasks</b>	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											
<b>Housing Element Update (2021-22)</b>	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, Housing Department, County Manager's Office, Consultants											
<b>Annual Housing Surveys and Reporting (ongoing)</b>	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											
<b>Affordable Housing Overlay Pilot</b>	This pilot program is intended to test the potential benefits of an affordable housing overlay zone, which would provide development incentives for affordable housing production beyond that offered by the County's density bonus program. The initial proposed overlay zone location is the CMU-zoned areas of North Fair Oaks.	This program will commence once the NFO zoning updates are complete, likely in late 2019.	Will Gibson, Housing Department, Baird + Driskell											

Long Range Planning Projects: Work Plan for 2018 and 2019

Project Name	Project Description	Status/Tasks	Staff	Timeline									
				Winter 2019	Spring 2019	Summer 2019	Fall 2019	Winter 2020	Spring 2020	Summer 2020	Fall 2020	Winter 2021	
<b>New Projects</b>													
<b>El Camino Real Grand Boulevard Initiative</b>	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	Angela Chavez, SamTrans, Caltrans, C/CAG										
<b>Update County Energy Efficiency Climate Action Plan (EECAP)</b>	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										
<b>Cannabis Regulations</b>	Implement recently adopted regulations, and research issues related to the delivery, manufacturing, and sale of cannabis products in the unincorporated County.	Work remaining includes: develop Cultivation License application fee and present it to the Board of Supervisors for adoption; develop new application forms and materials to assist applicants and staff; research issues related to delivery, manufacturing, and retail sales; assess effectiveness of the current regulations, and prepare any needed amendments and supplements for Board of Supervisor consideration.	Mike Schaller, Steve Monowitz, County Counsel, Department of Health										
<b>Short Term Rentals ( Bayside)</b>	Implement new Coastside regulations, and develop zoning regulation amendments for Bayside short term rentals.	Work remaining on the Coastside includes: develop Vacation Rental License application fee and present it to Board of Supervisors for adoption; develop new application form and materials to assist applicants and staff. Work remaining on the Bayside includes: 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.	Mike Schaller, Joe LaClair, County Counsel, Board Staff										
<b>Cypress Point Affordable Housing</b>	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										
<b>General Plan Safety Element Update and Local Hazard Mitigation Plan Update</b>	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)	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, Office of Emergency Services, Office of Sustainability, others										
<b>Future Projects</b>													
<b>Housing Element Implementation</b>	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 2017.	Will Gibson, Others										
<b>North Fair Oaks Plan Implementation: El Camino Real/Blenheim Commercial Mixed Use Rezoning</b>	These future projects have no detailed project description, timeline, staff assigned at this point, but are policy priorities for the Department												
<b>Grading Regulations</b>													
<b>Parking Regulations</b>													
<b>Coastside Zoning Regulations - Height Limit Amendments</b>													
<b>North Fair Oaks Plan Updates</b>													
<b>Other General Plan Section Updates</b>													
<b>Ongoing Data Requests from Agencies and Departments</b>													
<b>Improve Collaborating Between Departments</b>													
<b>Confined Animal Regulations</b>													
<b>Local Coastal Program Updates to Address Sea Level Rise</b>													
<b>Board of Supervisors Initiatives</b>													

Long Range Planning Projects: Work Plan for 2018 and 2019

Project Name	Project Description	Status/Tasks	Staff	Timeline										
				Winter 2019	Spring 2019	Summer 2019	Fall 2019	Winter 2020	Spring 2020	Summer 2020	Fall 2020	Winter 2021		
Airport Land Use Compatibility Updates for Part 77 Consistency.														