

# STAFF REPORT



ITEM NO. **15**

*CITY OF OCEANSIDE*

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DATE: October 4, 2006

TO: Honorable Mayor and City Councilmembers

FROM: Community Development Department/Planning Division

SUBJECT: **APPROVAL OF THE FY 2006-2007 WORKPLAN FOR THE PLANNING COMMISSION**

## **SYNOPSIS**

The Planning Commission has developed its workplan for FY 2006-2007; the Commissioners approved the workplan at their September 11, 2006 meeting. City Council approval of the proposed workplan is required to implement the activities and programs of the Commission. The Commission and staff recommend that the City Council approve the workplan as presented.

## **BACKGROUND**

The City of Oceanside Planning Commission (the "Commission") is a seven-member body that reviews and takes action on a variety of land use requests throughout the City. The Commission's primary goal is to consider land use requests and study land use issues in light of the City of Oceanside's General Plan and its elements. The Commission is responsible for land use decisions and recommendations under the auspices of Federal, State, regional and local laws, ordinances and City policies.

The City Code (Chapter 2, Article VII), the City Subdivision Ordinance (Ordinance No. 91-08) and the City Zoning Ordinance (Ordinance No. 88-22 as amended to date) establish collectively the rules, roles and procedural responsibilities of the Planning Commission with respect to land use and development-related matters.

Present rules provide that the Planning Commission review and make recommendations to the City Council on the following land use items:

General Plan Amendments  
Specific Plan Amendments  
Zoning Map Amendments

Zoning Ordinance Text Amendments  
Local Coastal Plan Amendments  
Regulated Uses

The Commission has the final decision-making authority to approve, conditionally approve or deny the following:

Tentative Subdivision Maps  
Development Plans  
Conditional Use Permits

Variances  
Regular Coastal Permits

However, the Commission's "final" decision-making authority noted above is subject to appeal and hearing by the City Council if an interested party files a written appeal, or if a Councilmember requests a "call for review" within 10 days of the Commission decision.

## **ANALYSIS**

The Planning Commission works to improve the quality of life for members of the Oceanside community and make recommendations and decisions that contribute to the vision that will shape and define the City into the future.

To carry out its work the Commission annually conducts approximately 70 public hearings on land use issue applications for Development Plans, Conditional Use Permits, Tentative Maps, Zone Changes and other discretionary actions. The Commission also forms adhoc subcommittees to consider land use issues that need in-depth review and analysis. In general, the Commission meets approximately 24 to 26 times a year.

The Commission has prepared its workplan for FY 2006-2007 under the guidelines of the City Council and in consultation with staff from the Planning Division. The proposed goals and activities reflect the purpose and mission of the Commission as described in the Bylaws of the Commission and in the Vision Statement of the City.

As outlined, the proposed workplan continues the typical goals and tasks of the Commission with respect to land use and development-related matters. However, there are several new tasks and objectives added to this year's workplan. They include review of the required "Substantial Conformity Findings" for previously approved discretionary projects; review of the SANDAG Region 2030 plan; review of the submittal procedures and package standards required for development applications; evaluate and establish development design excellence criteria; work on Master Plan issues; review of the procedures for defining density, and study mixed-use ordinance with a potential overlay zone.

Approval of the workplan by the City Council is required for implementation of tasks and objectives of the Commission.

**FISCAL IMPACT**

Land use and development-related applications are paid for by developer fees. Non-development-related work programs are funded by the General Fund as part of the Planning Department budget.

**COMMISSION OR COMMITTEE REPORT**

The Planning Commission has approved the proposed workplan for submission to the City Council.

**CITY ATTORNEY'S ANALYSIS**

Does not apply.

**RECOMMENDATION**

Staff recommends that the City Council approve the Planning Commission's FY 2006-2007 Workplan, as presented.

**PREPARED BY:**

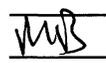
  
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Jerry Hittleman  
Acting City Planner

**SUBMITTED BY:**

  
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Barry E. Martin  
Interim City Manager

**REVIEWED BY:**

Michelle Skaggs Lawrence, Assistant to the City Manager  
Mike Blessing, Deputy City Manager/Community Development

  
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MBS

Attachment:

- 1. Planning Commission FY 2006-2007 Workplan

**CITY OF OCEANSIDE**  
**Planning Commission**  
**FY 2006-2007 Work Plan**

Approved by PC  
September 11, 2006

**I MISSION STATEMENT**

The Oceanside Planning Commission shall guide, encourage and promote responsible development as it relates to the physical, environmental, social, economic, cultural and safety needs of the community.

**II COMPOSITION/ROLE**

The Commission is composed of seven members: Dennis Martinek, Chairman; Richard Parker, Vice Chair; and Commissioners Randy Horton, Dick Blom, Louise Balma and Victoria Beach. There is currently one vacant position. As stated in City Council Policy No. 300-020, adopted on May 21, 1997, the members of the Planning Commission have the knowledge and experience as citizens of Oceanside to represent the community as a whole in their decisions and recommendations. The Council Policy also includes standards of ethical conduct for the Planning Commission. These standards require the advancement of the public interest; the importance of independence in judgment; openness; and fairness.

**III STRUCTURE**

The Planning Commission serves under provisions of local ordinance and state law. Its secretary is the City Planner, and principal staff support is provided by the Community Development Department/Planning Division.

From time to time various adhoc committees are appointed by the Chair to work on specific issues. In addition, two Commission members serve on the Redevelopment Design Review Committee (RDRC). The Chairman of the Commission also serves as the Planning Commission representative on the Oceanside Mobilehome Park Financing Authority.

**IV GENERAL GOALS AND TASKS**

The Planning Commission's primary goal is to consider land use requests and study land use issues in light of the City of Oceanside's General Plan and its elements. The Commission is responsible for land use decisions and recommendations under the auspices of Federal, State, regional and local laws, ordinances and City policies.

The Planning Commission works to improve the quality of life for members of the Oceanside community and makes recommendations and decisions that contribute to the vision that will shape and define the City in the future.

The Commission works strongly and consistently for the enhancement of public participation and knowledge of the planning process.

To carry out its work the Commission annually conducts approximately 70 public hearings on land use applications for Development Plans, Conditional Use Permits, Tentative Maps, Zone Changes and other discretionary actions. The Commission also forms adhoc committees to consider land use issues that need in depth review and analysis. The Commission meets 24 to 28 times a year.

## **V SPECIFIC GOALS AND TASKS**

1. The Planning Commission shall conduct public hearings and make land use decisions and/or recommendations to the City Council on project applications.
2. The Planning Commission shall hear all sides of any issue before it, by providing a complete opportunity for all interested parties to be heard in a public meeting.
3. The Commission shall conduct an in-depth review and complete public discussion of all projects it hears prior to making any decisions or recommendations.
4. The Commission shall review, affirm and adopt all of the findings required by State law and local regulation for the actions in takes on any projects either for or against.
5. The Commission shall consider all of the environmental documentation provided with a project and make findings based on the mitigation of any negative impacts based on the requirements of the California Environmental Quality Act.
6. The Commission shall continue to place and support conditions on projects to ensure that potential impacts are mitigated appropriately.
7. The Commission shall continue its practice of in-depth review of the architecture, design and landscaping of all development projects to insure their compatibility with and enhancement of the surrounding neighborhoods and the overall community.
8. The Commission shall provide input to the Community Development Commission (CDC) on projects within the Downtown Redevelopment project area as requested by the City Council/CDC through the Redevelopment Design Review Committee (RDRC).

9. During the coming year the Planning Commission is anticipated to discuss and provide input and recommendations on the following projects and work tasks:
- a) Review of SANDAG-generated regional growth projections to the year 2030 and associated strategies to prepare for the related impacts, reconcile any differences, and make recommendations as appropriate to City Council and SANDAG for potential General Plan/Land use changes.
  - b) Conduct a review by a Planning Commission adhoc committee of the required "Substantial Conformance Findings" for previously approved discretionary projects. City Council Policy No. 300-16. Adhoc committee established: Commissioners Martinek and Chairperson Parker.
  - c) Review with planning and engineering staff the submittal procedures and package standards required for development applications. Establish a developer checklist. Research procedures model procedure packages from other cities. Adhoc committee established: Commissioners Parker and Chairperson Beach. Report back by the end of October.
  - d) The Planning Commission shall develop a pro-active role in public education, master planning and zoning.
  - e) The Planning Commission shall evaluate and establish development design excellence criteria, including parking, landscaping, and architectural design. Review parking, landscaping, and design standard requirements for town homes, apartments, condominiums and commercial development. Adhoc committee established: Commissioners Martinek, Beach and Chairperson Balma. Report back by the end of November.
  - f) Study Mixed Use Ordinance with a potential over lay zone and review procedures for defining density. Adhoc committee established: Commissioners Beach, Blom and Chairperson Parker. Report back by the end of December 2006.
  - g) Conduct a workshop on the legal and ethical standards for Planning Commissioners and adopt an appropriate code of ethics for the Oceanside Planning Commissioners.