ITEM NO. 15

STAFF REPORT

CITY OF OCEANSIDE

DATE: December 18, 2013

TO: Honorable Mayor and Councilmembers

FROM: Development Services Department

SUBJECT: **APPROVAL OF THE FY 2013-2014 WORKPLAN FOR THE PLANNING COMMISSION**

SYNOPSIS

Staff and the Planning Commission recommend that the City Council approve the Planning Commission's FY 2013-2014 Workplan.

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 2013-2014 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 project, development-related matters, and transportation items. However, in the upcoming year, there are several new tasks/workshop topics added to the workplan. These items include discussion regarding underutilized commercially zoned areas and the relation to the region's jobs/housing balance, presentations regarding downtown planning, airport land use planning, North County Transit District and the California Green Building standards.

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

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 and the Planning Commission recommend that the City Council approve the Planning Commission's FY 2013-2014 Workplan.

PREPARED BY:

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City Planner

SUBMITTED BY:

Steven R. Jepsen
City Manager

REVIEWED BY:

Michelle Skaggs-Lawrence, Deputy City Manager
George Buell, Development Services Director

Attachment:
Planning Commission FY 2013-2014 Workplan

City of Oceanside
Planning Commission
FY 2013-2014 Work Plan

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: Robert Neal, Chairperson; Louise Balma, Vice Chair; and Commissioners Tom Rosales, Robert Ross, Dennis Martinek, Thomas Morrissey and Claudia Troisi. As stated in City Council Policy No. 300-021, 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 Development Services Department/Planning Division.

From time to time various adhoc sub committees are appointed by the Chair to work on specific issues. In addition, one Commission member will serve on the Downtown Advisory Committee (DAC). The Chairperson 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 conducts approximately 45 public hearings annually on land use applications for Development Plans, Conditional Use Permits, Tentative Maps, Zone Changes and other discretionary actions. The Commission also forms adhoc sub committees to consider planning matters that would benefit from early input from the Commissioners and holds public study sessions that serve as educational forums for community members, staff and Commissioners on planning related issues. 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 it 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 project area as requested by the City Council/CDC through the Downtown Advisory Committee (DAC).

9. Review transportation related items and/or concerns.

10. During the coming year the Planning Commission is anticipated to discuss and provide input and recommendations on the following projects and work tasks:

    a) Planning efforts:

        i. Economic Development in Oceanside - The Planning Commission will hold a presentation/workshop regarding underutilized commercially zoned areas and the relation to the region's jobs/housing balance and revenues to the City. (Members: Vice-Chair Balma and Commissioner Troisi)

    b) Community Education – The Planning Commission will hold:

        i. Downtown Planning - Presentation by City downtown staff regarding infrastructure planning, improvements to the Beach Community Center, amphitheater, and other vacant lots in the downtown area.

        ii. Airport Land Use and planning – Presentation by City staff on the Oceanside Municipal Airport and current master plan efforts.

        iii. North County Transit District – Presentation by NCTD on their updated master plan for the Transit Center.

        iv. California Green Building Standards – Presentation/workshop on Green Building Codes.

    c) Design Review Pilot Program

        i. The Planning Commission will continue to participate in an ad hoc design review pilot program. The goal of the program is to evaluate 10 pilot projects and after such time evaluate whether the process has been a success and value to applicants. The design review pilot program is offered as a voluntary option to applicants and the intent is to have two or three commissioners participate in each project review. At this time, the Planning Commission has reviewed three projects to date.