

City of Sacramento
Planning and Design Commission Report
915 I Street Sacramento, CA 95814
www.cityofsacramento.org

File ID: 2023-01153

9/28/2023

Discussion Item 3.

2023 Planning and Design Commission Annual Report (M23-006)

File ID: 2023-01153

Location: Citywide

Recommendation: Review and comment.

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Presenter: Stacia Cosgrove, Principal Planner, 916-808-7110, scosgrove@cityofsacramento.org, Community Development Department

Attachments:

1-Description/Analysis

2-Background

3-Draft 2023 Planning and Design Commission Annual Report

Issue Detail: On March 7, 2023, the Sacramento City Council adopted updated “Rules of Procedure” to govern the order and conduct of business of the City Council and council-established boards, commissions, and committees, known collectively as “legislative bodies.” (Resolution No. 2023-0066) The updated Rules of Procedure established an annual report requirement for all legislative bodies. Consequently, this item is on the agenda for review and comment to allow the Planning and Design Commission the opportunity to review the information gathered by staff to be included in this first annual report and to make recommendations. This report will be taken together with the 2024 Planning and Zoning Work Program, which acts as Commission’s work program. The item will return to the Commission for final review and recommendation on November 9, 2023, taking into account the comments received.

Policy Considerations: Chapter 17(C) of the Council Rules of Procedures outlines the Advisory Body reporting process.

Economic Impacts: Not Applicable.

Environmental Considerations: The request for review and comment of the 2023 Planning and Design Commission Annual Report consists of an administrative activity, such as general policy making, and is not a project under the California Environmental Quality Act (CEQA), per Guidelines Section 15378(b)(2).

Sustainability: Not Applicable.

Commission/Committee Action: Not Applicable.

Rationale for Recommendation: The purpose of providing an Annual Report to the Personnel and Public Employees (P&PE) Committee and the City Council is to ensure that the Planning and Design Commission, as a legislative body, is able to communicate its accomplishments, projects, priorities, and recommendations, consistent with Council Rules of Procedure, Chapter 17(C).

Financial Considerations: Not Applicable.

Background Information

The Council Rules of Procedure, Chapter 17(C), identifies that an Annual Report must be prepared each year by council-established boards, commissions, and committees. The report is to be provided for review to the Personnel and Public Employees (P&PE) Committee using a format established by the City Clerk. The report highlights Commission work and accomplishments over the past year and priorities for the coming year.

The Planning and Design Commission draft report using the specified format is provided for the Commission's review as Attachment 3. The draft report highlights decisions on private development project applications as well as consideration and action on policy matters.

Relationship to the Planning and Zoning Work Program: Staff and the Commission already undertake an annual effort to highlight the prior year's accomplishments and set a course for the next year's anticipated work efforts. At the end of each calendar year, Planning staff brings forward a draft *Planning and Zoning Work Program* to be reviewed by the Planning and Design Commission and the City's Law and Legislation Committee. The Work Program is then adopted by the City Council each year in January. The development of the annual Work Program helps Staff, the Commission, and City Council to collectively prioritize initiatives in light of competing interests and limited staff resources. The annual Work Program also helps to inform the public and decision makers about the work that is being done by City Planning Staff in furtherance of General Plan goals and objectives.

Considering the substantial effort that staff and the Commission put toward the Work Program each year, staff recommends incorporating the adopted Work Program into the Annual Report to P&PE.

Project Schedule: The following is the proposed schedule for the Planning and Design Commission Annual Report:

1. Sept. 28, 2023- Review and comment by the Planning and Design Commission. Commission comments will be incorporated into the draft report.
2. Nov. 9, 2023- Request the Commission pass a motion to forward its Annual Report to the P&PE Committee for consideration.
3. January 2024- Consideration of the Annual Report by the P&PE Committee.
4. February 2024- Consideration of the Annual Report by City Council, having incorporated the adopted Planning and Zoning Work Program.

SACRAMENTO PLANNING & DESIGN COMMISSION

City of
SACRAMENTO
ANNUAL REPORT 2023



Sacramento Planning and Design Commission

The Sacramento Planning and Design Commission was established in 2012 by ordinance 2012-004 § 2 and is codified in Sacramento [City Code Section 2.60](#)

Sacramento Planning and Design Commissioners

Nicolina Hernandez – Chair
Maya Wallace – Vice Chair
Julian Andrade
Barry Boyd
Tyrone Buckley
Robert Chase
Dov Kadin
Julio Lamas
Kendra Macias Reed
Ginger Thompson
Lee Xiong
Enoch Yeung

Sacramento Planning and Design Commission Staff

Greg Sandlund, Planning Director
Stacia Cosgrove, Principal Planner
Bruce Monighan, AIA, Urban Design Manager
Kevin Colin, Principal Planner
Matt Hertel, Principal Planner
Cheryle Hodge, Principal Planner
Tom Buford, Principal Planner
Kourtney Burdick, Senior Deputy City Attorney
Leslie Walker, Senior Deputy City Attorney

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Purpose of the Sacramento Planning and Design Commission

The Commission is a 13-member commission appointed by the City Council.

The Commission has the authority to carry out the State Planning and Zoning Law (Government Code Section 65000 et seq.), subject to the provisions of the Sacramento City Code, as follows:

- Implement the Planning and Development Code relating to zoning and design review (Title 17 of the City Code). This includes the authority to approve, conditionally approve, or deny an application for a Conditional Use Permit, Variance, or Site Plan and Design Review;
- Approve, conditionally approve, or deny a tentative map for subdivision;
- Recommend to the City Council policies and programs in support of the urban design program established under the Planning and Development Code, including urban design policies appropriate for inclusion in the General Plan and other regulatory plans and programs of the city;
- The Commission also hears appeals of projects decided at the Director Level.

Powers and Duties of the Sacramento Planning Commission

The Planning and Design Commission shall have the necessary powers and duties to carry out the State Planning and Zoning Law (Government Code Section 65000 et seq.), subject to the provisions of this code, including, but not limited to, the following:

- A. Title 17 relating to subdivisions;
- B. Planning and Development Code relating to zoning and design review;
- C. Recommend to the city council policies and programs in support of the urban design program established under the Planning and Development Code, including, but not limited to, urban design policies appropriate for inclusion in the general plan and other regulatory plans and programs of the city;
- D. Evaluate and submit comments and recommendations on proposed plans, public and private development projects, and environmental reviews that are not subject to review under Chapter 17.808 and that may affect the physical development of and urban design in the city, in coordination with the review and action by the city council, or other public agencies on the plan, project or environmental review. (Ord. 2020-0021 § 2; Ord. 2013-0021 § 3; Ord. 2012-004 § 2)

Annual Planning and Zoning Work Program

At the end of each calendar year, Planning staff brings forward a draft *Planning and Zoning Work Program* to be reviewed and updated by the Planning and Design Commission and the City's Law and Legislation Committee. The Work Program is then adopted by the City Council each year in January. The development of the annual Work Program helps Staff, the Commission, and City Council to collectively prioritize initiatives in light of competing interests and limited staff resources. The annual Work Program also helps to inform the public and decision makers about the work that is being done by City Planning Staff in furtherance of General Plan goals and objectives.

The draft Work Program is first discussed at a review and comment session before the Planning and Design Commission. Commissioners make comments and recommend policy initiatives to be incorporated into the program.

Planning staff then returns to a Commission meeting the following month to present an updated Work Program with additional analysis on any Commissioner-recommended policy initiatives or questions. The staff report indicates whether the Work Program:

1. Already encompasses the Commissioner-recommended policy initiative;
2. Adds the recommended policy initiative; or
3. Does not include the recommended policy initiative for the coming year.

The Commission is asked to vote to forward its recommendations to the City Council.

The recommended work program is then presented by Planning staff to the Law and Legislation Committee and City Council.

2023 Highlights and Accomplishments

In 2023, the Sacramento Planning and Design Commission held nineteen (19) regularly scheduled meetings. The Planning and Design Commission's work centers on both planning policy items and private development project entitlements. Highlights for both areas are listed below.

Private Development Project Applications:

The Planning and Design Commission acted on approximately 24 private development projects, either rendering the final decision or recommending approval to City Council. Projects predominantly consisted of requests for conditional use permits (CUP) related to cannabis, alcohol sales, or to construct a telecommunication facility (monopole). There were also eight (8) requests to rezone property, for which the Commission made a recommendation to Council.

The Commission heard one (1) appeal of a project decision from the Director level. (The Director denied a request to install an electric fence along Florin Road at an auto dealership; the applicant appealed the decision.)

Projects of note this year included the Stone Beetland Planned Unit Development (P21-042), Sacramento Music Hall (P20-041), Dry Creek Estates (P20-040), and The Grace Mixed Use project (P21-032).

Consistent with the intentions of the Title 17, Planning and Development Code streamlining efforts undertaken in 2020, the Commission's agendas were predominantly focused on providing input and action on policy matters, recommendations to Council on private development projects with legislative entitlements, and decisions on more controversial CUPs. Projects consistent with zoning and other City policies have been largely delegated to the staff and Director level, including numerous residential projects and tentative maps to subdivide property.

2023 Work Program Highlights/Policy Items:

Adopted by City Council on March 7, 2023, the 2023 Planning and Zoning Work Program contained thirty-four (34) projects assigned to 15.25 FTE (full time equivalent) long range and zoning staff.

The Planning and Design Commission conducted public hearings and/or participated on working groups on the following projects on Table 1, in furtherance of the Work Program priorities. The activities are arranged in chronological order.

Table 1: 2023 Work Program Activities

	<u>Project</u>	<u>Activity</u>	<u>Date</u>
1.	2023 Planning and Zoning Work Program	Final review and recommendation to Council.	1/12/2023
2.	Healthy Places Index	Provided review and comment on staff presentation regarding the use of the Healthy Places Index when reviewing Condition Use Permits for alcohol sales citywide.	1/26/2023
3.	2023 Planning Academy	Chair Nicolina Hernandez presented at the first session of the new academy to welcome participants.	3/6/2023
4.	2022 Housing Element Annual Report	Receive and file the 2022 Housing Element Annual Report. The Annual Progress Report details the progress made during the prior year in meeting Housing Element goals.	4/13/2023

	<u>Project</u>	<u>Activity</u>	<u>Date</u>
5.	Review of City FY 2023-2028 Capital Improvement Program (CIP) for consistency with the 2035 General Plan	Recommendation to Council. City of Sacramento Code Section 17.912.010 requires the Planning and Design Commission to review CIP projects for consistency with the General Plan at least once every five years. Since new projects are added to the City's CIP every year, an annual review of these new projects for conformity with the General Plan is necessary.	5/25/2023
6.	2040 General Plan Update	Conducted a public hearing to review the progress of the draft 2040 General Plan Update. The General Plan Update focuses on addressing new state laws, updating goals, policies, and actions to reflect changed conditions and priorities, and managing growth sustainably and equitably in ways that benefit the whole community, increasing opportunity and prosperity for all.	6/8/2023
7.	Revisions to Vehicle and Bicycle Parking Requirements	Project status update and request for nominees to working groups. Commission nominated Commissioner Kadin to the working group focused on parking in residential areas, and Commissioner Chase to the working group focused on commercial, industrial, and mixed use areas.	6/8/2023 and 6/22/2023
8.	Climate Action and Adaptation Plan	Conducted a public hearing to discuss the public review draft of the Sacramento Climate Action and Adaptation Plan. Public hearings for the adoption of the 2040 General Plan, Climate Action & Adaptation Plan and MEIR are anticipated to take place in early 2024.	6/22/2023
9.	Mixed Income Housing Ordinance Review Workshop	Conducted a public hearing to provide input on the draft policy objectives and potential program requirements for an update to the City's Mixed Income Housing Ordinance (MIHO). Program H1 of the Housing Element commits the City to evaluating the effectiveness of the MIHO and considering amendments to the ordinance with the goal of increasing the amount of affordable housing built in the City while ensuring the requirements do not pose a constraint to overall housing production.	8/24/2023

	<u>Project</u>	<u>Activity</u>	<u>Date</u>
10.	Existing Building Electrification Ordinance	Conducted a public hearing to provide input and hear public comments on the draft ordinance to establish long-term policies and actions supporting the transition of Sacramento's existing buildings to carbon free electricity by 2045.	8/24/2023
11.	Missing Middle Housing Analysis and Development & Design Standards	Discuss the preliminary recommendations from the Missing Middle Housing Study, currently underway.	Scheduled for 10/12/2023 (tentative)
12.	Mixed Income Housing Ordinance	Discuss preliminary recommendations.	Scheduled for 10/26/2023 (tentative)
13.	Stockton Boulevard Specific Plan	Discuss public review draft of the plan.	Scheduled for 10/26/2023 (tentative)
14.	Forward Together: Marysville-Del Paso Action Plan	The Neighborhood Development Action Team (NDAT) will present the progress made toward an action plan to revitalize the Marysville Boulevard and Del Paso Boulevard corridors and surrounding neighborhoods.	Scheduled for 10/26/2023 (tentative)
15.	Parking Study	Review and Comment.	Scheduled for 11/9/2023 (tentative)
16.	2040 General Plan, Climate Action and Adaptation Plan, and Master Environmental Impact Report	Review final documents for recommendation to City Council.	Scheduled for 11/29/2023 (tentative)

2023 Commission Resources

In 2023, the Sacramento Planning and Design Commission held nineteen (19) regularly scheduled meetings. The meeting durations were typically 1 ½ hours and in 2023 added up to almost 30 hours of meeting time.

A typical Planning and Design Commission meeting is staffed as follows:

1. Community Development Department, Planning Division staff, including the Planning Director, a Principal Planner acting as staff to the Commission, a Senior Planner and

Assistant/Associate Planner for each hearing item on the agenda. The Urban Design Manager and Preservation Director attend as needed.

2. Staff from other development related departments attend as needed, for example staff from Public Works, Utilities, and the Police Department;
3. City Attorney;
4. City Clerk Support Staff;
5. IT Support Staff.

It takes approximately 23 staff hours for a typical 1 ½ hour meeting.

Commissioners receive a stipend of \$100 per meeting. The cost of stipends for the full 13-member commission for 21 regular meetings annually is \$27,300.

2024 Projects, Priorities, and Objectives for Consideration

Once adopted by City Council in January 2024, the Planning and Zoning Work Program will be included here in the Annual Report, highlighting the projects, priorities, and objectives for 2024.