

# PLANNING AND DEVELOPMENT DEPARTMENT

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## FISCAL YEAR 2023/2024 WORK PLANS

### ADVANCE PLANNING DIVISION

- Adopt General Plan Update (GPU) – Complete the General Plan Update and required CEQA analysis. General Plan Update will be reviewed for adoption by Planning Commission and City Council.

*Status: Ongoing. Public Draft General Plan was released September 2023, with five outreach meetings and two public meetings. The Draft EIR is under development and scheduled for release in March 2024.*

- GPU Grant Funding – Utilize Local Early Action Planning grant to complete the Sepulveda Corridor Affordable Housing Feasibility Study. Seek new grant funding opportunities to implement the General Plan.

*Status: Completed and ongoing. Final reimbursement and project close out have been submitted for the Sepulveda Corridor Affordable Housing Feasibility Study, which was used to inform the General Plan land use strategy. New grants were applied for and awarded for the Fox Hills Specific Plan, however awarding of funds was put on hold and may be cancelled due to state budget restrictions.*

- State Planning Law Compliance – Ensure the City complies with the latest state planning and housing related laws

*Status: Completed and ongoing. Staff consulted with the City Attorney's Office and worked with consultants to develop regulations and studies to comply with state planning laws.*

- Mobility Coordination – Continue coordinating with the Public Works and Transportation Departments on mobility initiatives. Relevant projects include developing a Transportation Demand Management (TDM) ordinance, implementing the Short Range Mobility Plan, monitoring and updating the Travel Demand Forecast Model (TDFM), and other projects as needed.

*Status: Ongoing. Advance Planning Staff continues to coordinate with Public Works and Transportation Departments regarding future planning initiatives, including the forthcoming Fox Hills and Hayden Tract Specific Plans.*

- Ballona Creek Revitalization (BCR) – Continue to collaborate with the Office of Economic Development Department to support the Public Works Department in the Greening the Greenway project and other initiatives that arise related to revitalizing the creek.

*Status: Ongoing. Consulted with the Public Works and Office of Economic Development Departments in preparing the Draft General Plan goals, policies, and implementation actions related to Ballona Creek.*

- Government Coordination – Continue to meet with other government agencies to coordinate on issues related to the City. Agencies include: Housing and Community Development (HCD), Office of Planning and Research (OPR), Southern California Association of Governments (SCAG), Westside Cities Council of Governments (WSCCOG), Los Angeles City/County, and other regional and local governments.

*Status: Ongoing. Participated in all WSCCOG meetings. Participated in briefing meetings for City Council members.*

- General Plan and Housing Element Annual Progress Reports – Prepare reports for approval by City Council and submit to the state by April 1st every year.

*Status: Completed and ongoing. Submitted adopted 2022 Housing Element and General Plan Annual Progress Reports to HCD and OPR.*

- Zoning Code Update – Update the City’s Zoning Code to implement the General Plan. Update. Updates include developing new zones with adequate height to allow higher residential densities, updating land use tables to include modern uses (ghost kitchens, EV charging stations), updating supportive and special needs housing regulations to comply with state housing law, and preparing an affordable housing ordinance.

*Status: Ongoing. Prepared Zoning Code Framework and presented at City Council and Planning Commission meetings.*

- Implement the Housing Element – Carry out the implementation measures in the adopted Housing Element, including: apply for the HCD Pro-Housing Designation, study affordable housing tools to consider for adoption, study removing height limit, and monitoring the Adequate Sites Inventory as development occurs to ensure we are meeting our Regional Housing Needs Allocation (RHNA).

*Status: Ongoing. Updated Adequate Sites Inventory and investigated processes for building height modifications.*

- General Plan Implementation – After the General Plan is adopted, carry out implementation actions. Priority actions include establishing regulations to guide development in the special study areas, such as the Hayden Tract and Fox Hills neighborhoods.

*Status: Ongoing. Began preliminary work. A state grant was awarded (and subsequently put on hold) for development of the Fox Hills Specific Plan. RFPs are being prepared to retain consultants for these specific plans.*

- Noise Study – Establish noise thresholds for CEQA.

*Status: Not Started. Work on this item has been put on hold pending the General Plan adoption and prioritization of future projects.*

## **CURRENT PLANNING DIVISION**

- Provide core Division work including providing general information, preparing property reports, zoning confirmation letters, application and project reviews for licenses and permits, plan checks, public notices, and discretionary permits. Process zoning code text amendments and conditions of approval updates as needed. Review proposed development projects and environmental documents in adjacent jurisdictions for potential impacts to Culver City. Participate in regional/sub regional planning efforts with Southern California Association of Government (SCAG), County of Los Angeles, and Westside Cities activities. Assist in preparation of Environmental Review documents, and studies as needed interdepartmentally and regionally. Monitor State and local initiatives regarding mobility, housing, transportation, and update zoning code accordingly.

*Status: On track to complete annual projections:*

- *Assisted 864 in-person/customer visits at the public counter*
- *199 property reports were completed*
- *Prepared: 22 zoning confirmation letters, 13 covenants, 2 zoning clearance letters, 44 address assignments, 6 Temporary Use Permits (TUPs), 1 lot line adjustment and 1 historic preservation certificate*
- *Reviewed 463 applications for business licenses, special events, sign, and fence permits.*
- *Conducted 741 Building and Engineering plan checks*
- *Managed 58 Discretionary Permits consisting of, but not limited to: Master Sign Programs, Use Permits, Site Plan Reviews, Subdivisions, Zone Changes, General Plan Amendments, Planned Developments, Comprehensive Plans, and associated Preliminary Plan Reviews, Public Notices and Environmental Analysis*
- *Zone Text Amendment clean-up was completed February 2023*
- *Zoning Code Amendment to comply with direction from the California Department of Housing and Community Development on Accessory Dwelling Units was completed in October 2023.*
- Continue staff annual training and professional memberships and development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.

*Status: Ongoing as opportunities are identified. Current Planning staff attended the California APA Conference in October 2023, and attended the UCLA Annual Planning and Land Use Conference in January 2024*

- Provide publicly accessible and user friendly information online for public use to look up zoning information, development requirements, information on current projects, improved information on application requirements and filling out forms and submitting online applications. Enhanced reporting and use of Accela permitting software for application submittal and tracking. Transition to electronic plan review, inspections, and virtual appointments.

*Status: In collaboration with IT, all PDFs are being reformatted to comply with accessible regulations. In addition, applications are being formatted for online submittal (ACA). Fence, Sign, Temporary Use Permit, Temporary Sign, Address Assignment, Outdoor Dining (on private property) AUP application, and the Preliminary Project Review (PPR) applications are available for electronic submittal. Ongoing collaboration with GIS staff to update Zoning maps-with the goal of being accessible by the public. Ongoing collaboration with the IT Department to improve the planning webpage and improve case tracking using the Accela permitting software including identifying and preparing for plan review software integration.*

- Department wide Fee Update

*Status: Ongoing. The Current Planning Division is working with the Finance Department as part of a City-wide Fee Study.*

- Traffic Demand Management (TDM) – The Current Planning Division is participating in the development of a Citywide Transportation Demand Management (TDM) Plan Request for Proposal (RFP) to update the existing TDM Ordinance.

*Status: The Current Planning Division participated in the RFP process to select the firm that is researching TDM measures and potential implementation as part of a TDM Ordinance. The Transportation Department is the lead in the effort. Current Planning staff continues to support Transportation staff in their effort by providing information, feedback, and attending meetings.*

- Support prioritized City-wide Mobility Initiatives with Transportation and Public Works Departments as outlined in Short Range Mobility Plan.

*Status: The Current Planning Division continues to support this effort by initiating and guiding private development to support the efforts through the new development process and project design.*

- Implementation of Oil Well Ordinance and Inglewood Oil Field settlement.

*Status: The Current Planning Division staff attended meetings and actively participated in the settlement agreement. Staff is the primary contact for the ongoing verification process with state agencies on well closures. Staff continues to work in collaboration with the City Attorney's Office and the City's technical consultants on implementing the ordinance.*

- Instituted as On-Call Consulting lists through an RFP process.

*Status: Completed an RFP process to select the firms available for contracting with the City on various projects. Individual contracts will be executed as needed.*

- Accessory Dwelling Unit (ADU) Prototype Plans and ADU Handbook

*Status: The Current Planning Division engaged a consultant and worked with them on the production of an ADU Handbook and nine pre-approved ADU plans (three layouts in three architectural styles) to facilitate the construction of ADUs. These tools are available on the City's website.*

- Text Amendments:

1. Municipal Code Chapter 15.10 Subdivisions (Condominium and Townhome Subdivision)

*Status: This effort will be part of a larger Municipal Code Amendment in which Chapter 15.10 Subdivisions of Title 15: Land Use is amended. The RFP was released last year and a consultant was selected. The work began in Summer of 2023. It is anticipated that this work may take approximately 12-18 months to complete.*

2. Affordable Housing Incentive Program/Overlay

*Status: In progress. Efforts began last year but need to be informed by, and thus follow closely, the Zoning Code update.*

3. Conform Code Requirements to State Law

*Status: Ongoing. Scheduled activities to commence are a Comprehensive Zoning Code Update to implement the Housing Element and anticipated Land Use Element and an Amendment to the Subdivision Chapter of the Municipal Code.*

4. Complete Mixed Use Residential Streamlining (including residential and mixed-use design standards)

*Status: In progress. This has been determined to be part of a larger effort that will include Residential Objective Design Standards for Multi-Family and Mixed-use Development. Efforts began last year, but need to be informed by, and thus follow closely, the Zoning Code update.*

5. Parkland In-Lieu Fee Study

*Status: The Current Planning Division is working with the Finance Department, and it was determined it will be part of the larger Fee study.*

6. Sign Code Update: Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. In collaboration with City Attorney's Office.

*Status: In progress. The Current Planning Division selected a consultant in late 2023 and work has commenced. The City Attorney's Office will review the draft ordinance to ensure compliance with all state and federal legislation.*

7. Off-site Sign Code Amendments: Exploration of off-site signage/advertising regulations, digital kiosks, and related policy impacts and recommendations. In collaboration with the Office of Economic Development Department and the City Attorney's Office.

*Status: In progress. The Current Planning Division participated in the RFP process led by the Office of Economic Development Department and continues to support them by providing information, feedback, and attending meetings.*

8. Number Permit Extensions Allowed (Chapter 17.595)

*Status: Deemed not frequent enough to necessitate a change; removed from work plan.*

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- Zoning Code Update – Update the City’s Zoning Code to implement the General Plan Update. Updates include developing new zones with adequate height to allow higher residential densities, updating land use tables to include modern uses, updating supportive and special needs housing regulations to comply with state housing law, and preparing an affordable housing ordinance.
- Fox Hills and Hayden Tract Specific Plans – Prepare an RFP and hire a consultant team to develop specific or precise plans for the Fox Hills and Hayden Tract neighborhoods. This project will include community outreach, plan development, and environmental review.
- Grant Funding – Utilize Housing Infill on Public and Private Lands (HIPP) grant (if funds are available) to prepare the Fox Hills Specific Plan. Seek new grant funding opportunities to implement the General Plan.
- State Planning Law Compliance – Ensure the City complies with the latest state planning and housing related laws.
- Mobility Coordination – Continue coordinating with the Public Works and Transportation Departments on mobility initiatives. Relevant projects include developing a Transportation Demand Management (TDM) ordinance, implementing the Short Range Mobility Plan, monitoring, and updating the Travel Demand Forecast Model (TDFM), and other projects as needed.
- Ballona Creek Revitalization (BCR) – Continue to collaborate with the Office of Economic Development Department to support the Public Works Department in the Greening the Greenway project and other initiatives that arise related to revitalizing the creek.
- Government Coordination – Continue to meet with other government agencies to coordinate on issues related to the City. Agencies include: Housing and Community Development (HCD), Office of Planning and Research (OPR), Southern California Association of Governments (SCAG), Westside Cities Council of Governments WSCCOG, Los Angeles City/County, and other regional and local governments.
- General Plan and Housing Element Annual Progress Reports – Prepare reports for approval by City Council and submit to the state by April 1st every year.

- Implement the Housing Element – Carry out the implementation measures in the adopted Housing Element, including: apply for the HCD Pro-Housing Designation, study affordable housing tools to consider for adoption, study removing 56 foot height limit, and monitoring the Adequate Sites inventory as development occurs to ensure we are meeting our Regional Housing Needs Allocation (RHNA).

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- Continue staff annual training and professional memberships and development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.
- Provide publicly accessible and user-friendly information online for public use to look up zoning information, development requirements, information on current projects, improved information on application requirements and filling out forms and submitting online applications. Enhanced reporting and use of Accela permitting software for application submittal and tracking. Transition to electronic plan review, inspections, and virtual appointments.
- Department-wide Fee Update
- Traffic Demand Management (TDM) – The Current Planning Division continues to participate in the development of a Citywide Transportation Demand Management (TDM) Plan to update the existing TDM Ordinance.
- Support prioritized City-wide Mobility Initiatives with Transportation and Public Works Departments as outlined in Short Range Mobility Plan.
- Implementation of Oil Well Ordinance and Inglewood Oil Field settlement - Continue to work in collaboration with the City Attorney's Office and the City's technical consultants in implementing the ordinance.
- On-going Text Amendments:
  1. Municipal Code Chapter 15.10 Subdivisions (Condominium and Townhome Subdivision) Anticipated completion in the 2nd quarter of FY 2024-2025.



2. Conform Code Requirements to State Law – (annually).
3. Complete Mixed Use Residential Streamlining (including residential and mixed-use design standards) Anticipated completion in the 2nd quarter of FY 2024-2025.
4. Parkland In-Lieu Fee Study and Code Updates Continue collaboration with the Finance Department City-wide Fee update.
5. Sign Code Update - Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations. Anticipated completion in the 2nd quarter of FY 2024-2025.
6. Affordable Housing Incentive Program/Overlay - Efforts began last year but need to be informed by, and thus follow closely, the Zoning Code update. Anticipated completion in the 2nd quarter of FY 2024-2025.
7. Off-site Sign Code Amendments - Exploration of off-site signage/advertising regulations, digital kiosks, and related policy impacts and recommendations. In collaboration with Office of Economic Development Department and the City Attorney's Office.

### **New Projects / Programs**

- Update Landscape Ordinance and review procedures
- Implement residential objective design standards and procedures.
- Evaluate current fence heights to determine if modification is needed.
- Work in collaboration with the Building Safety Division to implement electronic plan review.
- Work with City Attorney's Office to amend Chapter 17.400.110 Telecommunications Facilities
- Work with the Advance Planning Division in implementing the General Plan Update and Housing Element