

FISCAL YEAR 2022/2023 WORK PLANS

CURRENT PLANNING DIVISION

On-going Projects/Programs

- 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 clean-up text amendments and conditions of approval update 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, 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 (July 1, 2022 - January 31, 2023): Assisted 1,060 in-person customer sign ins, conducted 221 property reports, prepared 9 zoning confirmation letters, 11 covenants, 4 zoning clearance letters, 64 address assignments, reviewed 596 applications for business licenses, special events, sign and fence permits, conducted 860 Building and Engineering plan checks, and managed 52 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. One Clean-up Zone Text Amendment is scheduled for February 2023 and 2 Zoning Code Amendments were completed (parking and emergency shelter).

- Coordinate Planning Commission site visits of previously entitled and built projects as needed. Coordinate joint City Council and Planning Commission meetings to discuss development issues. Provide report to Planning Commission on development activity and lookback conditions.

Status: Scheduled to be assessed in the third quarter of FY 2022/2023 for reporting in June 2023 if necessary.

- Initiate staff annual training and professional memberships and development in CEQA, Subdivision Map Act, Urban Design, and Land Use and Zoning Law.

Status: On-going as opportunities are identified. Current Planning staff attended the California APA Conference in October 2022, and attended the UCLA Annual Planning and Land Use Conference in January, 2023. Staff will also attend the next California APA Conference in September 2023.

- 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.

Status: In collaboration with IT all PDFs are being reformatted to comply with accessible regulations. In addition, applications are being formatted for online submittal. Thus far Fence, Sign, Temporary Use Permit, Temporary Sign and Address Assignment applications are available for electronic submittal. On-going collaboration is occurring with GIS staff to update Zoning maps to ensure information is updated with the goal of being accessible by the public. On-going collaboration with IT to improve the planning webpage as well as to improve the tracking of cases using the Accela permitting software including identifying and preparing for plan review software integration. To date we have integrated a “major projects” button on the website, included CEQA information under “Planning Docs and CEQA” and have added the “public notification” button on several pages to ensure the public is able to register to receive notices from the Planning Division. This is on-going for FY 2022-2023 and will continue into FY 2023-2024.

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

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

Text Amendments:

1. 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 in January, 2023 to select a consulting firm that will initiate the work in April, 2023. It is anticipated that this work may take approximately 12-18 months to complete. Therefore, it will be carried over into FY 2023/2024.

2. Number Permit Extensions Allowed (Chapter 17.595)

Status: This remains on the FY 2022/2023 work plan and is scheduled to be completed in the 4th quarter.

3. Architectural Features Related to Solar Installations and Height Exemptions – (Chapter 17.300.025)

Status: Research was conducted, and it was determined a code amendment is not required.

4. Conform Code Requirements to State Law

Status: This is an on-going effort which will be carried over to each fiscal year. 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.

Code. This will be carried over for completion in FY2023-2034.

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

Status: This has been determined to be best as part of a larger effort that will begin with Residential Objective Design Standards for Multi-Family and Mixed-Use Development. Efforts begun are anticipated to be completed in first quarter FY 2023/2024. Then Zoning Code amendments will be proposed to streamline the development process for smaller scaled projects. Therefore, it will be carried into FY 2023/2024.

6. Complete Comprehensive Parking Standards Update

Status: Completed October, 2022

7. Parkland In-Lieu Fee Study

Status: In progress- Current Planning is scheduled to meet with the Finance Department to determine if it will be part of the larger fee study.

8. 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- Current Planning will be working on identifying a planning firm that can completed the work and the City Attorney Office will review the draft ordinance to ensure compliance. This effort will begin FY 2022/2023 but will be carried over into FY 2023/2024.

9. Conform Zoning Code to SB 9 – Nonconforming and Parking Ordinances – Identify potential conflicts and conform code as necessary.

Status: Removed from work plan as deemed not necessary as a result of the Parking amendment and further analysis on SB 9 legislation.

10. Hillside Study – Blair Hills

Status: Incorporated into Advance Planning General Plan Safety Element Update.

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- Initiate 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. This includes selecting and obtaining software and equipment to facilitate electronic plan review.
- Traffic Demand Management (TDM) – Current Planning will participate in 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.

- Accessory Dwelling Unit (ADU) Prototype Plans and ADU Manual- This project was added to FY 2022/2023 workplan as a result of available SB 2 funds. It is anticipated to be completed in the 2nd quarter of FY 2023/2024.

On-going Text Amendments

1. Municipal Code Chapter 15.10 Subdivisions (Condominium and Townhome Subdivision)- This effort is a carryover from FY 2022/2023. It is anticipated to be completed in the 3rd quarter of FY 2023/2024.
2. Conform Code Requirements to State Law- An Ongoing and annual process.
3. Complete Mixed Use Residential Streamlining (including residential and mixed-use design standards)- This effort is a carryover from FY 2022/2023. It is anticipated to be completed in the 2nd quarter of FY 2023/2024.
4. Parkland In-Lieu Fee Study- This will continue to occur in collaboration with the Finance Department.
5. Sign Code Update: Comprehensive review of CCMC Chapter 17.330 and Subchapter 13.02.200 et seq., pertaining to sign regulations.
6. Affordable Housing Incentive Program/Overlay- This was added in mid FY 2022-2023 work plan and will carry over into the FY 2023/2024. Proposals have not been received to date to determine anticipated completion date.

New Projects / Programs

- Create On-Call Consulting Lists through an RFP process
- Create a Landscape Ordinance
- Implement residential objective design standards
- Evaluate current fence heights to determine if modification is needed
- Work in collaboration with Advanced Planning to evaluate current land use tables and conduct research of potential new uses to be added
- Work in collaboration with Building Safety to implement electronic plan review
- Work with City Attorney's Office to amend Chapter 17.400.110 Telecommunications Facilities
- Work with Advance Planning in implementing the General Plan Update and Housing Element