

Discussion Item #4 Planning Bureau Organizational Structure

BACKGROUND AND PURPOSE

The Planning Bureau most recently re-organized in September of 2014. This was done to provide the framework to expand the Bureau and create the Development Planning Division. The goal of the new division was to handle "major" or larger development projects, often phased out over time and usually with more complex documentation. The personnel from this division came from both of the other divisions, Zoning and Strategic Planning, each of which existed prior to the re-organization.

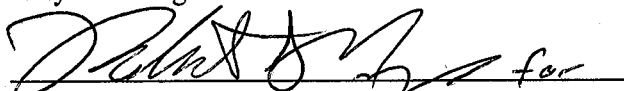
Each division sends projects to the Planning Commission for review and action. Typical Zoning Division cases include permits related to alcohol, telecommunications, small to mid-range multi-family projects (often less than 100 units) and appeals. The Development Planning Division reviews cases of a similar nature but with often more complex land use entitlements such as Planned Unit Developments (PUD), Environmental Impact Reports (EIR) and perhaps re-zonings of specific properties. The Development Planning Manager also serves as the secretary to the Planning Commission. The Strategic Planning Division sends forward amendments to the Zoning Code and various General Plan elements, Specific Plans as well as broader policy documents and often updates on the status of ongoing projects such as the impact fee nexus study. The strategic planning items that come before you typically need City Council approval as well so they often come to the Planning Commission for a recommendation rather than a decision.

The manager of each division is responsible for reviewing the staff reports for Planning Commission that their unit produces for content and accuracy. The reports of all three divisions are also reviewed and approved by the Deputy Director for overall consistency with established goals and policies.

Prepared by:

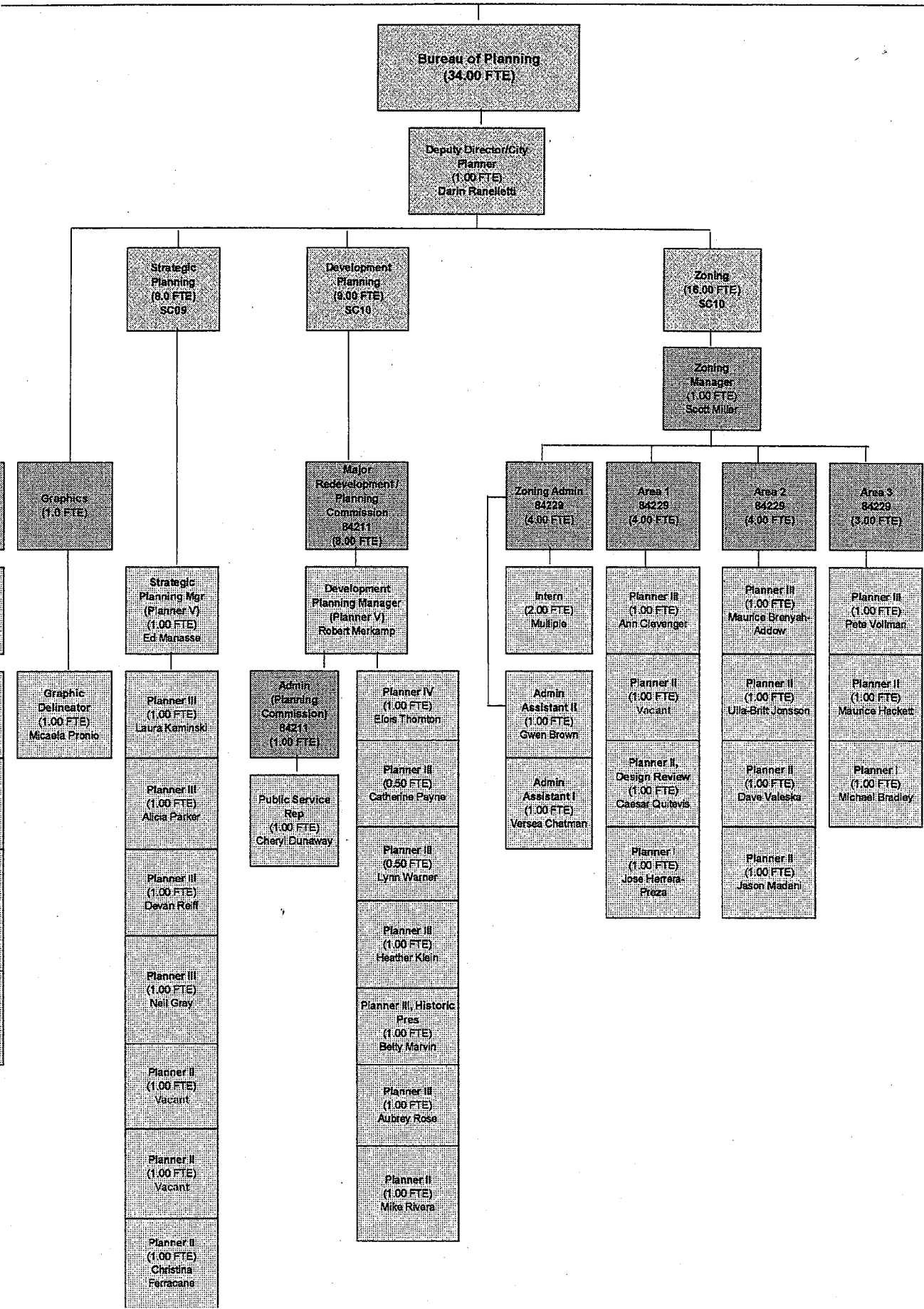

Robert D. Merkamp
Development Planning Manager

Approved for forwarding to the
City Planning Commission:


Darin Ranelletti
Deputy Director, Bureau of Planning

Attachments:

- A. Current Organizational Structure of the Planning Bureau



des 9.00 FTE frozen in FY13-15 Proposed Budget
ded (Vacant) in 13-15 Adopted Budget (Fund 1010)
WA consolidation in FY13-15 Proposed Budget