



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE

Community Development Department Quarterly Report

RECOMMENDED MOTION

Information Only – No Action Required

DISCUSSION

The attached materials include a listing of the various commissions, boards, and committees served by the Community Development Department staff; highlights of actions taken by staff as well as the associated commissions, boards, and committees in the February – June 2010 timeframe; upcoming project priorities; and a summary of code enforcement actions in June and the year to date. A separate item on the July 27, 2010 agenda also reviews recent activities by the Housing Element Committee.

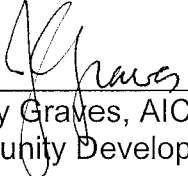
RECOMMENDATION

Information Only – No Action Required

ATTACHMENTS

Commissions & Committees / Highlights
Upcoming Special Project Priorities
Code Enforcement Summary

SUBMITTED BY



Jeremy Graves, AICP
Community Development Director

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Commissions & Committees

- City Council
- Planning Commission
- Historic Landmarks Board
- Business Advisory Committee
- Housing Element Committee
- Waterfront and Marinship Committee
- Others as requested

Highlights

Public Service

- Competent and qualified Planning and Building staff
- Emphasis on communication via community interactions, staff reports, and website
- Actions to improve public service reviewed at weekly staff meetings
- Business Licenses and Occupational Permits issued at public counter
- Temporary Parking Permits and Temporary No Parking Signs issued at public counter
- Assistance and research regarding planning, building, address, and general information inquiries provided for public

Planning Division

- Staircase location for Bruce Residential project selected by City Council
- Akraboff Addition appeal denied by City Council – 600 Locust appeal
- Transportation Action Committee Final Report presented to City Council
- Waterfront and Marinship Committee Final Report presented to City Council
- Local Economic Development Study contract approved by City Council
- 2 Planning Interns recruited – Marinship business inventory / Housing Element Update

Building Division

- Public Safety Facilities -- Administer Building Inspection Contract with Contra Costa County
- 33 Miller Avenue – Applicant submitted revised plans for structural upgrade and basement occupancy. Staff currently reviewing plans.
- Actions to improve building permit processing procedures reviewed at weekly staff meetings

Commission, Board, and Committee Actions

- Planning Commission – 11 Meetings
 - Design Review Permits
 - Residential Additions/Remodels 10 Projects
 - Commercial Tenant Improvements 1 Project
 - CUPs
 - Commercial 2 Projects
 - Public 1 Project
 - Tele-Comm 3 Projects
 - Site Visit Policy adopted
 - Prioritized Project List reviewed
 - Joint Meeting with City Council

- Historic Landmarks Board (HLB)
 - Holderman Residence/317 Fourth Street (50-Year Review)- Not Historic
 - Gene Hiller Clothiers (aka former City Hall) Paint Colors – Approved
 - Sparkman Residence/29 Glen Court (50-Year Review)- Not Historic
 - Nolan-Vandermolen Residence/37 Vista Clara (50-Year Review)- Not Historic
 - Chilean Plaque at Plaza Vina Del Mar - Approved
 - ADA Improvements at Plaza Vina Del Mar - On going
 - Fire Station 2 - Recommendation for preparation of architectural evaluation of wireless antenna
 - Draft Historic Design Guidelines – On going review

- Business Advisory Committee (BAC)
 - Reviewed new membership and procedures approved by the City Council
 - Reviewed proposal by Robert Eyler, Ph.D., of Marin Economic Forum for economic development studies
 - Made recommendations for Prioritized Project List
 - Appointed Amy Clawson and Peter Van Meter to fill vacant BAC-Appointee positions
 - Accepted presentation by Small Business Development Center
 - Initiated preparation of a “How to Start a Business in Sausalito” packet

- Housing Element Committee (HEC)
 - Held 9 meetings
 - Created subcommittees to research housing opportunities (i.e., liveboards, accessory dwelling units, vacant land, and apartment conversions)
 - Completed review of Housing Needs section (e.g., demographics and housing conditions), Housing Constraints section (e.g., costs of permits, land, and construction costs)
 - Initiated evaluation of current Housing Element’s effectiveness
 - Appointment of HEC members completed
 - Created a webpage with an overview of the Housing Element Update and links to HEC agendas, packets, meeting minutes, and housing element resources

Upcoming Special Project Priorities Upcoming Quarters

Public Service

- Application forms and brochures – Expand availability on website and brochure rack
- Complete preparation of “How to Start a Business in Sausalito” packet

Planning Division

- Housing Element – Hold workshops
- Historic Design Guidelines – Initiate public hearings by HLB, Planning Commission, and City Council
- Historic Preservation Regulations – Prepare RFP for consultant assistance
- Inventory of Marinship Historic Buildings -- Prepare RFP for consultant assistance
- Plaza Vina Del Mar ADA Improvements -- Prepare RFP for consultant assistance
- Code Enforcement – Update tracking software
- Provide staff support for Trees & Views Committee
 - Update application form(s)
 - Update website information
- Water Efficient Landscape Ordinance -- Initiate public hearings on adoption of Water Efficient Landscape Ordinance in accordance with AB 1881
- Omnibus Zoning Ordinance Update – Initiate amendment of Zoning Ordinance for clarification and clean-up modifications
- Economic Development Study – Administer contract with Marin Economic Forum (Eyler study)
- Distribute General Plan to City Council and meet with Legislative Committee for discussion on need review and reaffirmation of General Plan
- Short Term Business Needs Study – Update scope of work with BAC
- Support appointment of qualified individuals to two vacant positions on HLB

Building Division

- Update Building Permit Tracking Software
- Building Permit Fee Schedule – Review options for updates
- Green Building Regulations – Initiate public hearings on model green building ordinance prepared by BERST Task Force
- Support appointment of qualified individuals to three vacant positions on Building Board of Appeal

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