

## Attachment D: Environmental Review Process Improvements Work Plan

Task	Description	Target Completion
<b>Completed</b>		
Kick-off meetings and regular check-in meetings with applicants and consultants	Hold kick-off meetings to establish expectations and preliminary timeline. Regular meetings at key milestones to improve coordination and communication between City, consultant, and applicant (Audit 22-02 Recommendation # 2).	2022
Create a standard project schedule tracker tool	Schedule tracker tool created in Excel for most types of CEQA documents using City's target review times (Audit 22-02 Recommendation # 6.a.).	2023
Standard Operating Procedures	Standard Operating Procedures for CEQA review completed and uploaded into PBCE P2 Hub.	2023
Requirement that private applicants hire an environmental consultant from the City List of Approved Environmental Consultants	Policy approved requiring private applicants to hire an environmental consultant from the City List of Approved Environmental Consultants after 1/1/23 (Audit 22-02 Recommendation # 8.b.).	2023
Performance standards and data tracking	Performance standards for administrative draft review developed for PBCE Customer Service Charter (Audit 22-02 Recommendation # 3).	2023
Internal staff training and training for other City departments	Trainings on the City's CEQA and NEPA review process for PBCE staff and other City Departments (Audit 22-02 Recommendation 1.a.).	2022-2024 (ongoing)
Policy on roles and responsibilities of City staff in the environmental review process.	Policy on roles and responsibilities of City staff in the environmental review process, including for administrative draft reviews, approved and published to the PBCE P2 Hub (Audit 22-02 Recommendation # 2.c.)	2023

Task	Description	Target Completion
Publish updated City List of Approved Environmental Consultants	List of vetted environmental consultants for CEQA and NEPA for private development applicants. Use of a consultant on this list is required as of 1/1/23 (Audit 22-02 Recommendation # 8.b.).	February 2025
<b>FY 24 – 25 In Progress</b>		
Policy on roles and expectations for environmental consultants	Formal policy outlining roles and expectations for environmental consultants, including expectations for quality of deliverables, communication, timeliness of submittals (Audit 22-02 Recommendation # 8.a.).	June 2025
Environmental Review Guidelines (including thresholds of significance)	Guidelines for preparation of CEQA and NEPA documents, including scope of analysis expected for each resource area and standard language for common mitigation measures and conditions of approval. Also includes clarification of the City's CEQA thresholds of significance (Audit 22-02 Recommendations # 6.b. and 9).	June 2025
Standard templates for CEQA and NEPA documents	Standard templates for typical CEQA and NEPA documents to ensure consistent formatting and include standard language for required sections, such as environmental and regulatory setting (Audit 22-02 Recommendation # 6.b.).	June 2025
<b>FY 25 - 26</b>		
Five Wounds Urban Village Plan and Program Level EIR	Program Level EIR for the Five Wounds Urban Village. Will allow future development projects to utilize CEQA streamlining either through an Addendum (like the Downtown Strategy 2040 EIR) or through the Community Plan Exemption Process (CEQA Guidelines Section 15183).	

Task	Description	Target Completion
Expand the number of projects where entitlement review and environmental review are handled by one Project Manager.	To improve coordination and efficiency of reviews, this effort would expand the types of projects where the entitlement review and environmental review are handled by the same Project Manager (currently more complex environmental reviews are handled by an Environmental Project Manager separate from the entitlements reviewed by the Planning Project Manager)(Audit 22-02 Recommendation # 1.b.).	December 2025
Downtown Ministerial Ordinance	Expands the ministerial process developed for the City Streamlined Review Process for Infill Housing Projects adopted in December 2024 to include eligible Downtown sites.	TBD
Updated AMANDA Guidelines to improve time tracking and data entry	In conjunction with updates to the AMANDA 7 permit tracking system, staff will update guidelines for time tracking and data entry. This will improve cost recovery while improving data tracking for performance measures, such as the Customer Service Charter (Audit 22-02 Recommendations # 4 and 10.a.).	June 2026
Review of cost recovery calculation for environmental review fees.	Using AMANDA data, evaluate the environmental review team's cost-recovery model. This will determine improvements needed to ensure continued funding for the environmental review team and stable service delivery (Audit 22-02 Recommendation # 10.b.).	June 2026
Task	Description	Target Completion
<b>FY 26-27 and Beyond</b>		
Saratoga Urban Village Plan and Program Level EIR	Program Level EIR for the Saratoga Urban Village Plan. Will allow future development projects to utilize CEQA streamlining either through an Addendum (like the Downtown Strategy 2040 EIR) or through the Community Plan Exemption Process (CEQA Guidelines Section 15183).	TBD

Task	Description	Target Completion
General Plan Four-Year Review and supporting Program Level EIR	Program Level EIR will update the Envision San Jose 2040 EIR to include standard measures that will allow projects that conform with the General Plan to pursue a Community Plan Exemption Process (CEQA Guidelines Section 15183). The Four-Year Review will also be an opportunity to re-examine and update established thresholds of significance (such as those for transportation and construction noise).	TBD