



# Memorandum

**TO:** COMMUNITY & ECONOMIC  
DEVELOPMENT COMMITTEE

**FROM:** Chris Burton

**SUBJECT:** SEE BELOW

**DATE:** March 12, 2024

Approved

Date

3/17/24

**SUBJECT: CITYWIDE PLANNING ACTIVITIES UPDATE**

## **RECOMMENDATION**

Accept the status report on Citywide Planning activities.

## **BACKGROUND**

The Citywide Planning team manages and updates the Envision San José 2040 General Plan and leads the preparation of Area and Urban Villages Plans. In addition, Citywide Planning is responsible for the City's ordinances and policies that relate to land use and urban planning, including the Zoning Ordinance, Sign Ordinance, Citywide Design Standards and Guidelines, and various City Council policies. The team is also responsible for monitoring and maintaining data relating to development in the City, forecasting development trends, and monitoring and responding to state legislation pertaining to planning and land use.

This update on Citywide Planning Activities is provided bi-annually to the Community and Economic Development Committee.

## **ANALYSIS**

Tasks on the Citywide Planning team have varied durations and resource needs based on the nature of the specific task. The team's primary resource is staff. Therefore, the best way to track the team's capacity is to compare workload versus staffing. The Planning, Building and Code Enforcement Customer Service Charter provides a comprehensive and transparent view of the Citywide Planning team's current workload and ability to take on new tasks. This is accomplished by showing the workload for every task assigned to Citywide Planning calculated as Full Time Equivalent (FTE). One FTE equates to one full-time staff position on the team. This information is presented in the Citywide Planning Project and Staffing Dashboard, which

compares staffing levels to the FTE required to complete the work. The [dashboard is posted on PBCE's webpage](#)<sup>1</sup> and a copy is attached to this memorandum.

While for the past two years, the team had been hindered by staffing challenges with a 40% vacancy rate in February 2023, at the last update to the Community and Economic Development Committee, the vacancy rate had been reduced to 14%. With the filling the Supervising Planner position for housing policy in January 2024, the team is now fully staffed.

The Citywide Planning team has made progress on several priorities since the last activities update. A significant accomplishment of the team includes certification of the sixth cycle Housing Element by the state's Department of Housing and Community Development in January 2024 after four years of work involving most staff on the Citywide Planning team in some capacity. The Housing Element includes a robust work plan of new or updated policies and ordinances that the Citywide Planning team and other City departments must complete by 2031 at the conclusion of the sixth cycle. This work is detailed in the Housing Catalyst Work Plan that was presented to the City Council on March 19, 2024. These items are identified with a notation of (HE) in the attached Citywide Planning Project and Staffing Dashboard.

At the Community and Economic Development Committee meeting on March 25, staff will provide a verbal update to the Committee regarding key Citywide projects and initiatives, including the Pleasant Hills Golf Course Guiding Principles, creating a new Environmental Justice Element, and updating the Open Space and Safety Elements of the Envision San José 2040 General Plan as required by state law.

## **COORDINATION**

This memorandum was coordinated with the City Attorney's Office.

/s/

CHRIS BURTON, Director  
Planning, Building and Code Enforcement

For questions, please contact Martina Davis, Division Manager, at [martina.davis@sanjoseca.gov](mailto:martina.davis@sanjoseca.gov) or (408) 535-7888.

ATTACHMENT: Citywide Planning Project and Staffing Dashboard

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<https://app.powerbigov.us/view?r=eyJrIjozMzhmNTEzMDEtNzE0Yy00MTBhLWE0MzgtMzYzYWQ1NmEzOTA5IiwidCI6IjBmZTMzYmUwLTUxNDItNGY5Ni05YjhlLTc4MTdkNWMyNjEzOSJ9&pageName=ReportSection>

Citywide Planning - Project and Staffing Dashboard

32.1  
Monthly FTE

23  
Available Staff

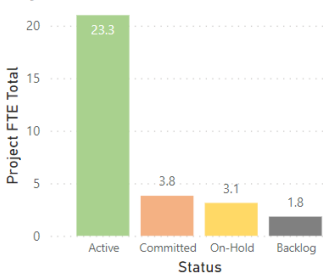
Dashboard Overview

The Citywide Planning team works on numerous policy and citywide projects simultaneously. This dashboard aims to provide a snapshot of the projects being worked on, the staffing required to complete the work and the staffing levels available on the team.

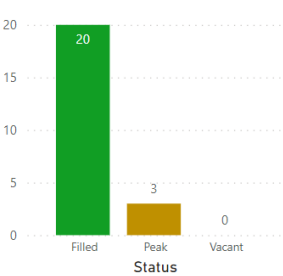
**Project workload** is measured by *Full Time Equivalent (FTE)* positions which summarizes the total worth of work for staff members in full-time roles. For instance, if a project indicates 1 FTE, it signifies the workload equivalent to one full-time person. FTE considers various overhead activities such as staff training, sick hours, vacation hours, and staff meetings. Workload is measured monthly to take into consideration workload surges and to factor in projects that do not take exactly 12 months to complete.

Additional Info: If the chart indicates two FTEs, it signifies the workload equivalent to two full-time individuals, accounting for their involvement in training, vacation, staff meetings,

Project Workload



Staffing Level - Citywide Planning



Project	FTE	Status	Est. Completion Date
5 Wounds Urban Village Update	3.0	Active	9/30/2024
Citywide SB 1333 Rezonings	1.7	Active	9/1/2024
Alum Rock East Urban Village	1.5	Active	
Saratoga Urban Village	1.5	Active	
Neighborhood Business District Housing Ordinance (HE)	1.3	On-Hold	11/30/2024
Affordable Housing Development Projects	1.2	Active	Ongoing
SB9/Opp Housing (HE)	1.2	Committed	12/31/2024
Zoning Ordinance - Maintenance update (inclu for-sale ADUs)	1.2	Active	6/30/2024
Mobile Home Park General Plan Amendments	1.2	Active	6/30/2024
Coyote Monterey Corridor Study	1.2	Active	9/1/2024
Al Fresco Zoning Updates	1.1	Active	6/1/2024
Pleasant Hills Guiding Principles	1.0	Active	9/30/2024
Citywide Team Administrative Support - Div Mgr/Principal	1.0	Active	Ongoing
Digital Wayfinding Signs	1.0	On-Hold	
North San Jose Housing Overlay Zones 2.0 (HE)	1.0	Active	2/1/2025
City Ministerial Housing Approval Ordinance (HE)	0.8	Active	12/31/2024
Environmental Justice Element	0.7	Backlog	
Martha Gardens Update	0.6	On-Hold	
Development Fee Framework (HE)	0.5	Active	3/31/2025
Annual GP Performance Review	0.5	Active	3/26/2024
Annual Housing Element Report 2023	0.5	Active	4/1/2024
Total	32.1		