

# Citywide Planning Activities Status Report

---

Community and Economic Development Committee

March 25, 2024

Item (d)4

Presenters:

Michael Brilliot, Deputy Director, Department of Planning, Building, and Code Enforcement (PBCE)

Martina Davis, Division Manager, PBCE

Ruth Cueto, Principal Planner, PBCE



*Planning, Building and  
Code Enforcement*

# Citywide Planning - Project and Staffing Dashboard

32.1  
Monthly FTE

23  
Available Staff

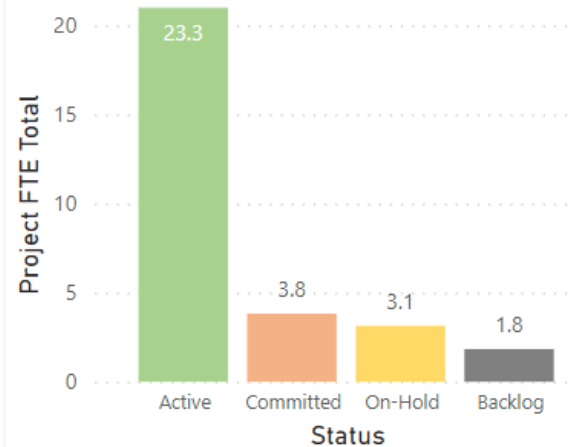
## Dashboard Overview

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.

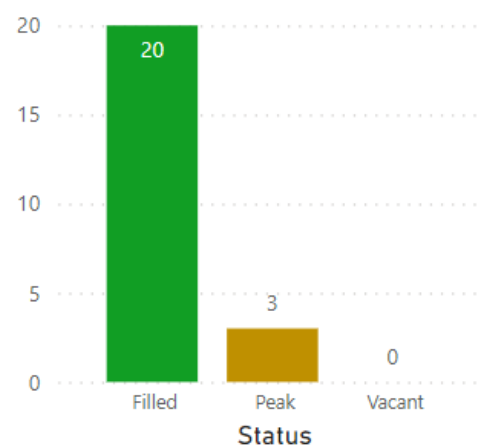
**Project workload** is measured by *Full Time Equivalent (FTE)* positions which summarizes the total worth of work for staff members in full-time roles. For instance, if a project indicates 1 FTE, it signifies the workload equivalent to one full-time person. FTE considers various overhead activities 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



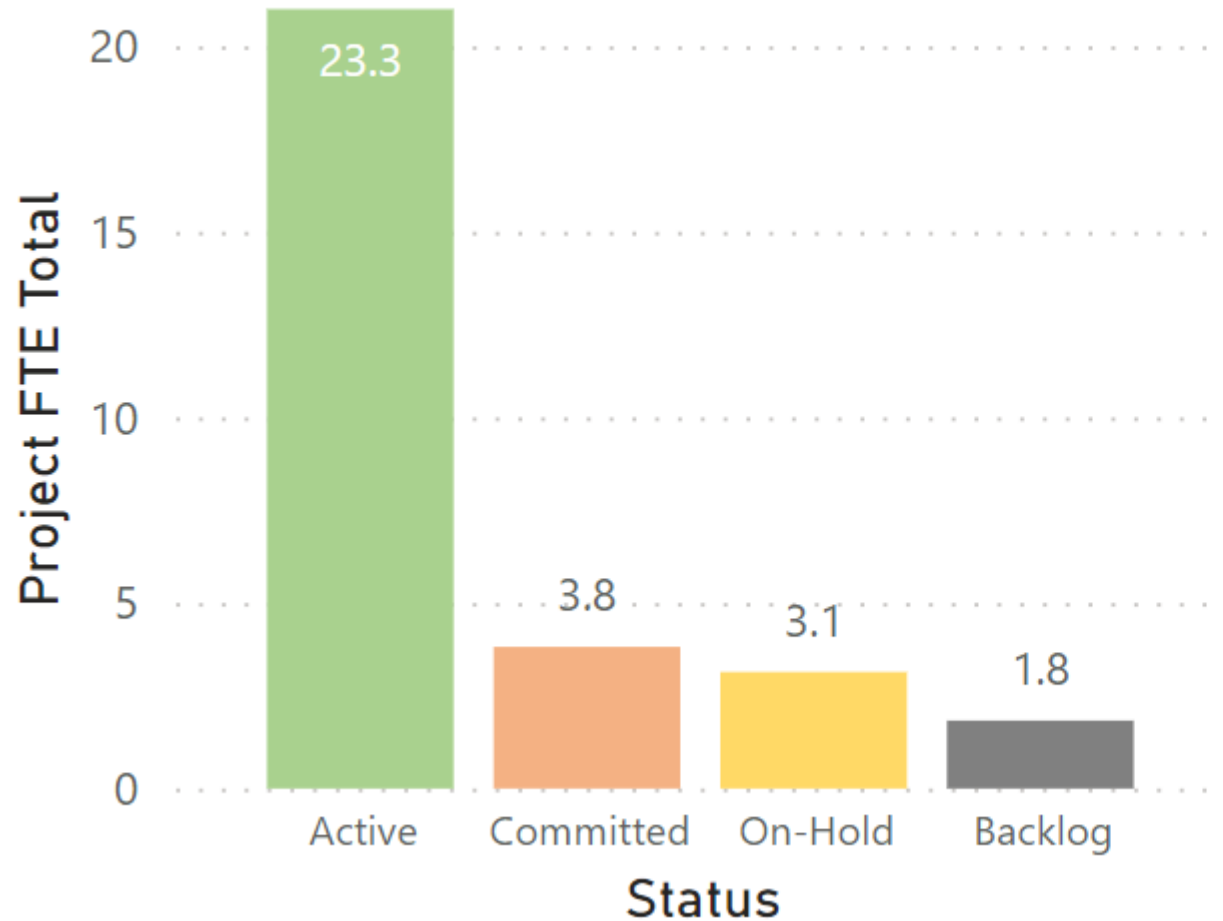
## Staffing Level - Citywide Planning



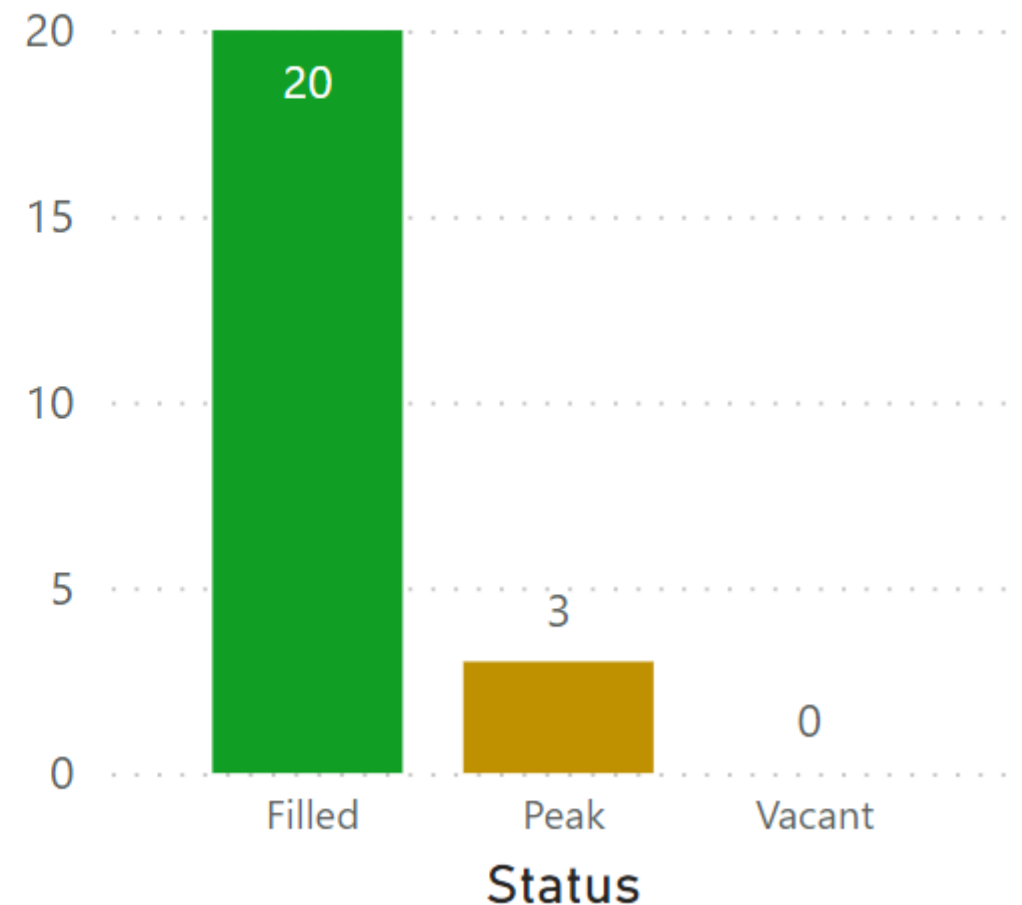
Project	FTE	Status	Est. Completion Date
5 Wounds Urban Village Update	3.0	Active	9/30/2024
Citywide SB 1333 Rezonings	1.7	Active	9/1/2024
Alum Rock East Urban Village	1.5	Active	
Saratoga Urban Village	1.5	Active	
Neighborhood Business District Housing Ordinance (HE)	1.3	On-Hold	11/30/2024
Affordable 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
<b>Total</b>	<b>32.1</b>		

# Customer Service Charter

## Project Workload



## Staffing Level - Citywide Planning



# Citywide Planning Overview

---

- Deputy Director + 23 FTE & “peak” staff
- No vacancies
- Supervising Planner for Housing team filled

Martina Davis  
Division Manager

Jerad Ferguson  
Principal Planner

Ruth Cueto  
Principal Planner

Ordinance &  
Policy

Urban  
Villages

Station Area  
Planning

Housing

General  
Plan & Data  
Analytics

Special  
Projects

Destination:  
Home  
Planner

# Urban Villages

---

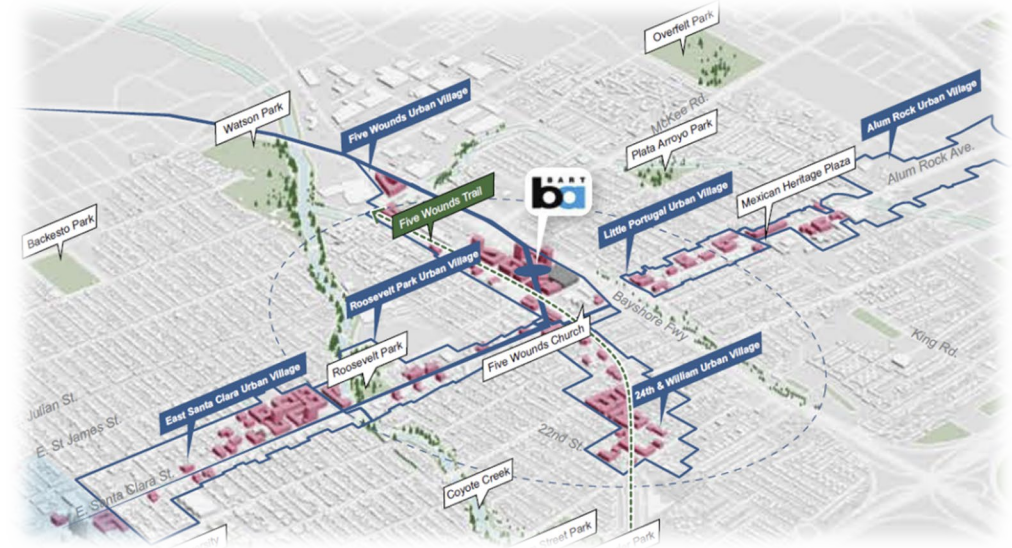
- Alum Rock East Urban Village:
  - Consultant RFP closed January 25, 2024
  - Re-issuing RFP due to change in scope, issues with submittals
  - Council approval of RFP – June 2024
- Saratoga Urban Village:
  - Consultant selection being finalized
  - Begin work – April 2024
- Review Urban Village Planning Process
- Seeking additional grant opportunities in 2024



# Station Area Planning

---

- Capitol Caltrain Station Area Plan – approved December 2023
- Five Wounds Urban Village Plan Update
  - Merge and update four Village Plans within ½ mile of the future BART station
  - Four out of five workshops completed
  - Final Workshop / Open House April 20, 2024
  - EIR Preparation Underway
  - Council Consideration Winter 2025



# Ordinance and Policy

---

- Completed:
  - Mandatory Housing Element Zoning Updates (ADUs, farmworker housing) approved December 2023 and January 2024
- Underway:
  - Coyote Valley Corridor Study – Fall 2024
  - Al Fresco – streamlining permitting for outdoor uses near residences – May 2024
  - Zoning Maintenance Update – For-sale ADUs, YIGBY zoning amendment, misc. zoning ordinance clean-up – June 2024
- Upcoming:
  - SB 9/Opportunity Housing update – Council Fall 2024

# General Plan

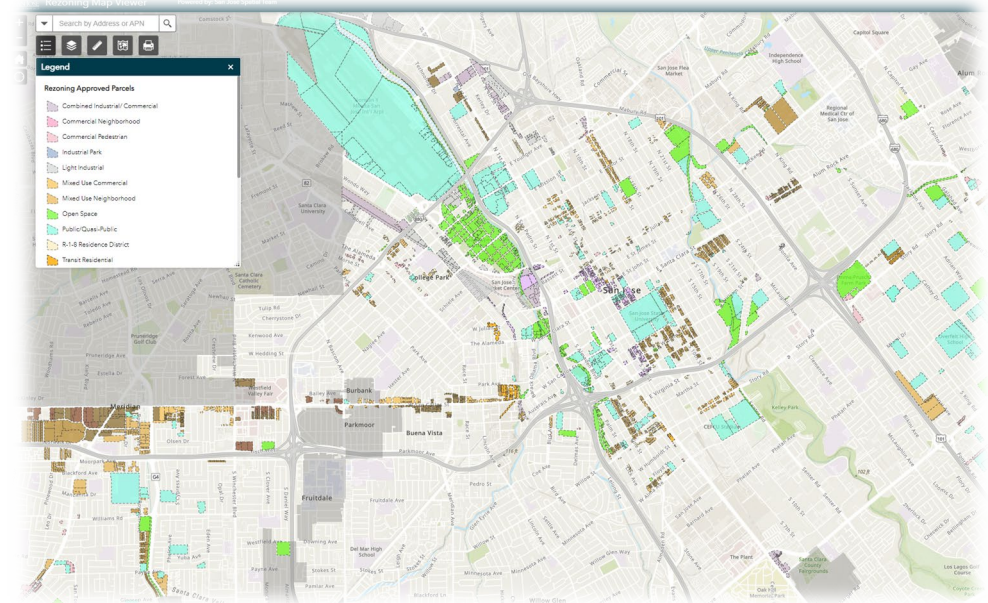
---

- 2023 General Plan Annual Hearing Cycle (Nov/Dec 2023) Approvals
  - Two privately-initiated General Plan Text/Amendments
  - One City-initiated Amendment - Calle Willow Neighborhood
- 2024 General Plan Annual Hearing Cycle (Fall 2024)
  - One privately-initiated General Plan Amendment application received
- Updates to Envision San José 2040 General Plan (2024-2025)
  - State mandated update to Safety and Open Space Element
  - State mandated creation of new Environmental Justice Element



# Aligning Zoning & General Plan

- State law requirement to align zoning districts with General Plan designations
- Approximately 12,000 properties must be rezoned
- +/- 7,101 completed
  - 2,187 since February CED update
- +/- 4,899 remaining
  - Upcoming: 511 properties to Council in May
  - Remaining to be completed by December 2024



# Other Citywide Planning Work

---

- Mobilehome Park General Plan and Zoning Amendments
  - 13 most “at risk” for development – Approved at City Council on 12/12/23
  - 45 remaining parks – May 2024 Planning Commission/June 2024 City Council
- Destination Home Affordable Housing Projects
  - Six permits issued with 695 units approved since August 2023 CED Update
  - Six permits, 1,321 units under review
- Five Year Forecast and Development Activity Report 2024
  - Report completed in February 2024

# Housing

---

- Housing Element Certified by HCD on January 29
- Housing Catalyst Team Work Plan and Housing Element Annual Progress Report: approved by Council on March 19
  - Submit Progress Report to state by April 1
- Citywide Housing Team fully staffed



# Housing Work Items

---

## Current work Items :

- Updating Zoning Ordinance on Emergency Shelters
- North San José Affordable and Mixed-Income Housing Overlays 2.0
- City Streamlined Ministerial Ordinance
- Development Fee Framework
- Housing Production Dashboard

# Other Citywide Planning Work

---

- Pleasant Hills Golf Course Planning Process
  - February 2024: First workshops
  - April 2024: Second workshops
  - September 2024: City Council
- Spring 2025: New Technical Consultant Services Master Agreements
- State legislation tracking and lobbying



# Citywide Planning Activities Status Report

---

Community and Economic Development Committee

March 25, 2024

Item (d)4

Presenters:

Michael Brilliot, Deputy Director, Department of Planning, Building, and Code Enforcement (PBCE)

Martina Davis, Division Manager, PBCE

Ruth Cueto, Principal Planner, PBCE



*Planning, Building and  
Code Enforcement*