

**CITY OF MANHATTAN BEACH
DEPARTMENT OF COMMUNITY DEVELOPMENT**

TO: Planning Commission

FROM: Anne McIntosh, Director of Community Development

DATE: April 24, 2019

SUBJECT: Discussion of Work Plan Items for Joint City Council/Planning Commission/Parking and Public Improvements Commission Meeting

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Receive a verbal report regarding the status of current work plan items;
2. Discuss additional items being considered by City Council for the 2019/20 Work Plan; and
3. Provide input for possible work plan items to be discussed at the joint session with City Council scheduled for June 19, 2019.

BACKGROUND:

The Planning Commission is established by both State and Local ordinance to make final decisions regarding discretionary land use permits, as well as providing recommendations to the City Council regarding the City's General Plan, Development Code, and other policy and legislative matters regarding land use.

The Work Plan is a guiding document that provides direction and discussion items to the Commission for the upcoming year. For the Planning Commission the Work Plan is generally pre-established because the Commission's business is regulatory in nature and primarily mandated by State and Local codes. However, from time to time, amendments to the City's regulations will be required due to changes in law. Also, the Commission may be asked to review policy documents or legislative matters and provide direction to City Council through the Work Plan process.

On April 23, 2019, the City Council held a Study Session for the 2019/20 Work Plan. On June 19, 2019, the Planning Commission and Parking and Public Improvements Commission will meet with City Council to discuss current or proposed Work Plan items.

DISCUSSION:

The 2018/2019 Work Plan for Community Development includes three initiatives that are now complete:

1. Short-term vacation rentals policy – Revisit and update
2. Sepulveda Corridor Initiatives – Land use amendments
3. Accessory Dwelling Unit Ordinance

The following items will remain in the Work Plan as they are ongoing:

1. Governor's 2017 Housing Package implementation
2. Zoning code update – Replace outdated parking standards with new standards based on contemporary practices
3. Manhattan Village Mall – Expansion project and additional entitlements

The Planning Commission has already discussed the possibility of adding two items to the Work Plan for the coming year:

1. Mixed Use Development Standards
2. Preventing the net loss of housing units

The Commission may wish to discuss these in more detail, and/or add additional items to the list. Staff will allocate resources to Council approved Work Plan items, but will not be able to pursue policy projects that are not included in the Work Plan.

Attachments:

Exhibit A – Work Plan with only Community Development items and Summary Sheet
(last updated 4/23/19)

CITY OF MANHATTAN BEACH

CITY COUNCIL WORK PLAN

Developed at the City Council Work Plan Meeting March 9, 2018
Updated April 23, 2019



**** SHOWING ONLY COMMUNITY DEVELOPMENT ITEMS & SUMMARY SHEET ****

Community Development

1. Manhattan Village Shopping Center Expansion Project

- a. **Background:** In December 2014, City Council approved a proposed expansion of the Manhattan Village Shopping Center and associated EIR. Litigation was filed and the court affirmed the City Council's decision, dismissing the lawsuit.~~a settlement agreement approved in November 2016.~~ City Council approved a height variance on December 6, 2016. New litigation was filed in late December 2016, on the Community Development Director's approval of the site plan, but the plaintiff dismissed the action. ~~as endorsed by City Council on December 20, 2016.~~ Project Manager's agreement with Willdan was completed in September 2016; the applicant approved the Reimbursement Agreement and submitted funding in February 2017. The Plan Check/Inspection Agreement was completed in March 2017. Finance has been invoicing all staff time on a monthly basis and ensuring Trust Fund account has adequate funding to reimburse the City. City staff, specifically the Community Development Director, Planning Manager, Assistant Planner, Building Official, Traffic Engineer, Civil Engineer, and Senior Permit Technician allocate several hours per week each on plan review and permitting.
- b. **Status:** In Progress
- c. **Next City Council Action:** Monthly meetings of the City Council Subcommittee with the leadership team for the property owner/developer.
- d. **Action Items:**
 - i. In Progress - Permits under review by applicant.
- e. **Target Due Date:** Fiscal Year ~~for~~ 2021

2. Modernize Parking Standards

- a. **Background:** At the May 3, 2017 City Council meeting, City Council requested staff evaluate and propose modern parking standards. During the discussion regarding Sepulveda Corridor on September 19, 2017, City Council directed staff to incorporate modern parking standards in the dialogue of the Sepulveda Planning Initiatives Project.
- b. **Status:** In Progress
- c. **Next City Council Action:** After review by the Planning and Parking and Public Improvement Commissions, conduct a hearing and amend the Municipal Code to update the commercial parking standards at future City Council meeting.
- d. **Action Items:**
 - i. Traffic Engineer and planners are researching and developing parking code revisions and amendments based on local, regional and nationwide data.
 - ii. Present findings and recommendations to the Parking and Public Improvements Commission and Planning Commission, in Summer 2019.

- iii. Conduct a Public Hearing to adopt an Ordinance to revise parking codes at a City Council meeting in Summer 2019.

e. **Target Due Date:** ~~Summer~~ ~~Spring~~ 2019

3. Pedestrian Safety Improvements

- a. **Background:** At the May 3, 2017, City Council retreat, City Council discussed possible pedestrian safety improvements and directed staff to provide additional information on possible enhancements. On March 20, 2018, staff provided the City Council with a pedestrian crossing enhancement evaluation. The City Council directed staff to move forward with prioritizing pedestrian enhancements included in various planning documents such as the Downtown Specific Plan, Mobility Plan, Veterans Parkway Master Plan and other pedestrian plans, as appropriate, and include this evaluation in a future CIP discussion.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review recommended crossing enhancement projects as part of 2019-24 CIP discussion - date TBD.
- d. **Action Items:**
 - i. Completed - Manhattan Ave. from 1st St. to 8th St.- High visibility crosswalks and signs at walkstreets
 - ii. Completed - Highland Ave. from Homer St to 8th St.- High visibility crosswalks and signs at walkstreets
 - iii. Completed - Marine Ave. from Grandview Ave. to 25th St - New edgeline for pedestrian path
 - iv. Completed - Marine Ave. at Flournoy Rd. and Blanche Rd. - New crosswalk and signage
 - v. Completed - 21st St., Bell Ave, Flournoy Rd. and 25th St. at Valley Drive - New crosswalks
 - vi. Completed - Laurel Ave. at 14th St. - New crosswalk
 - vii. Completed – Grandview School Area Safety Study
 - viii. Construction Bidding - Manhattan Ave at 34th St. - 36th St. - Flashing beacons and in-pavement lights
 - ix. In Design - Marine Ave. from Sepulveda Blvd. to Aviation Blvd. - High visibility crosswalks and ramps
 - x. Under Construction - Safe Routes to School (SRTS) projects at various locations
 - xi. Develop and present a prioritized pedestrian crossing enhancements project list to the Parking and Public Improvement Commission.

xii. Present additional recommended pedestrian crossing enhancements project list to City Council as part of future 2019-24 CIP discussion at future meeting.

xiii. Work to implement City Council directives.

e. **Target Due Date:** ~~Ongoing~~ ~~Spring 2019~~

4. Environmental Sustainability Work Plan for 2018-2020

a. **Background:** A new Environmental Programs Manager was hired in August 2017. Staff explored environmental program trends from other leading communities and identified best practices; laid out upcoming potential environmental initiatives for City Council discussion and approval; and provided updates on ongoing environmental programs. The work plan was presented to City Council on November 7, 2017, for discussion and January 31, 2018, for additional review. City Council approved the creation of a Sustainability Task Force (STF) to research and recommend environmental policies or programs. Their first meeting was on April 20, 2018, and the STF has met monthly since. On August 21, 2018, City Council was given an update on STF progress, projects and programs. In summer 2018, staff completed the City's first Environmental Accomplishments report (2007-2018), presenting it to Council on August 21, 2018. In June 2018, City Council adopted a plastic pollution policy update to regulated single-use plastic straws, utensils and stirrers; as well as polystyrene packing materials and polystyrene egg cartons. In July 2018, staff created an education and guidance document in English and Spanish, as well as a new webpage on the City's website to provide information and resources to the public. [www.cityymb.info.plasticfreeMB](http://www.cityymb.info/plasticfreeMB). The City sent out letters and outreach guides to ~200 businesses in fall 2018. Following Council discussion and direction in December 2018, in March 2019, City Council adopted a plastic pollution policy update to prohibit the release of any balloons (rubber or Mylar/foil) per state and local laws (state prohibits Mylar releases, now MB prohibits rubber balloon releases); prohibit the sale of Mylar/foil balloons in the City and the use of helium-filled Mylar balloons in outside, public places or events the City (parks, beaches, outdoor events, etc.)

b. **Status:** In Progress

- i. Completed – Adopted plastic pollution policy update (straws, utensils, stirrers, polystyrene packing materials, polystyrene egg cartons) on May 15, 2018.
- ii. Completed – Plastic pollution policy guidance document (English & Spanish) in July 2018.
- iii. Completed – PlasticFreeMB webpage with information and resources for the public in July 2018.
- iv. Completed – Manhattan Beach Environmental Accomplishments Report (2007-2018) presented to Council August 21, 2018.
- v. Completed – Adopted plastic pollution policy update in February 2019.

c. **Next City Council Action:**

d. Action Items:

- i.** Completed - Pollution Prevention Policy with Council actions in June 2018 and March 2019. Ongoing ongoing outreach/education planned..
- ii.** Ongoing - Convene regular meetings of Sustainability Task Force and conduct research and analysis on environmental issues to create recommendations for City Council.
- iii.** Ongoing - Continue to research and identify long-term Sustainability Goals for the City that were identified by STF as priority areas for Manhattan Beach in May-June 2018. Additionally, combine efforts with Countywide Sustainability Plan. The County will be presenting a draft sustainability plan in late April 2019, with a final release in the summer 2019.
- iv.** Ongoing - Continue working in the six priority areas, which are:
 - Climate Change & Energy – Climate Action Plan (2019-2020) and Clean Power Alliance
 - Climate Resiliency – Sea Level Rise Vulnerability Study (2019-2020) & Climate Adaptation Planning (2019-2021)
 - Smart Water Management
 - Community Partnerships and Outreach
 - Emerging Environmental Issues
- e. Target Due Date:** Fiscal Year 2021~~0~~ (Objectives within the plan may be completed before target due date).

5. Update on State Housing Laws

- a. Background:** In order to maintain accordance with updated California State Housing Laws, the City will need to reevaluate its current housing ordinances and make adjustments if necessary. Regional Housing Needs Assessment (RHNA) documentation submitted to SCAG October 2018. Agreement with housing consultant approved on November 20, 2018, City Council meeting. Work has begun on the research for the 2022 RHNA.
- b. Status:** In Progress
- c. Next City Council Action:** Review recommendations from staff in order to maintain accordance with State Housing Laws at spring 2019 City Council Work Plan meeting.
- d. Action Items:**
 - i.** Review City’s Housing Element and other relevant documents or policies.
 - ii.** Update General Plan, Housing Element, Zoning Code, and Local Coastal Program as needed to comply with state laws. Planning Commission, City Council, and California Coastal Commission will review and approve.
 - iii.** Evaluate rental housing loss impact fees.
- e. Target Due Date:** 2019-2022~~0~~

6. Telecom Facilities with an Updated Ordinance

- a. **Background:** In response to new federal telecom permit legislation, staff recommended amending the City's Telecom regulations. On April 16, 2019, the City Council adopted an ordinance and resolution regulating telecom facilities in the public right-of-way. Staff directed staff to expedite an updated ordinance on an urgency basis with the intention of providing more control over the location of the proposed antennas.
- b. **Status:** In Progress
- c. **Next City Council Action:** Consider Municipal Code amendment in July. Urgency Ordinance and Resolution on April 16, 2019.
- d. **Action Items:**
 - i. Present adopted regulation recommendations to the Parking and Public Improvements Commission and Planning Commission at April/May meetings.
 - ii. Present recommendations based on Commission discussion to the City Council at the July 2, 2019, City Council meeting.
- e. **Target Due Date:** ~~Spring-Summer~~ 2019

7. Shared Mobility Devices Regulations

- a. **Background:** At the City Council meeting on August 21, 2018, City Council adopted an urgency ordinance prohibiting the use of Shared Mobility Devices (aka: bikeshare, motorized bikeshare and motorized scooters) in the public right-of-way. Staff was directed to work with neighboring cities and the SBCCOG to develop a comprehensive set of regulations for the operation of such devices. The ordinance was extended on February 28, 2019 for an additional year.
- b. **Status:** In Progress
- c. **Next City Council Action:** After review by the Parking and Public Improvements Commission, conduct a Public Hearing to adopt an Ordinance regulating Shared Mobility Devices within the City.
- d. **Action Items:**
 - i. In Progress - Work with neighboring Cities and SBCCOG to develop local codes and regulations for Shared Mobility Devices.
 - ii. In Progress – Conduct an online survey on shared transportation options.
 - iii. Present draft Shared Mobility Devices regulations to PPIC in 2019.
 - iv. Conduct a Public Hearing to consider an Ordinance to establish regulations for the operation of Shared Mobility Devices within the City.
 - v. Potentially implement a Shared Mobility Devices pilot program, Spring 2020.
- e. **Target Date:** March ~~2019~~2020

Work Plan Summary

Department	Project Title	Status	Target Due Date
Management Services			
	Citywide Document Imaging System (Conversion) Project	In Progress	June 30, 2020
	Centralized Citywide Contract Management Systems	In Progress	June 30, 2020
	Establish Policy Regarding City Council Communications	In Progress	Spring 2019
	City Hall Security	In Progress	Summer 2019
	Develop and Execute Plan to Address Homelessness	In Progress	Fiscal Year 2023
Finance			
	Update on City's Pension Liabilities	In Progress	July 2019
	Update on City's Streetlighting Fund	In Progress	Fall 2019
	Explore Increasing Stormwater Fees	In Progress	Spring 2020
	Conduct a Comprehensive User Fee Study and Cost Allocation Plan (CAP)	In Progress	Summer 2019
	Update on Revenue Enhancements	Completed	
Human Resources			
	Update Policy for Processing Worker's Compensation Claims	In Progress	Fall 2019
	Review and Update Personnel Rules and Personnel Instructions	In Progress	Spring 2020
	Update City Injury Illness Prevention Program (IIPP) and Evaluate Safety Program	In Progress	Winter 2019
	Collective Bargaining Negotiations with seven (7) Labor Groups	In Progress	Spring 2019; Winter 2019 (for contracts expiring 12/31/19)
	Employee Handbook	Planning	Spring 2020
	Update on Recruitment of Fire Management Open Executive Positions	Completed	
Parks and Recreation			
	Update Citywide Donation Policy	In Progress	July 16, 2019
	Sand Dune and Tennis Court Reservations	In Progress	Winter 2019
	Park Master Plan	In Progress	Spring 2020
	Community Arts Grant Program Policy Development and Walkabout Events	In Progress	January 2020
	Public Art Conservation Assessment	In Progress	Fall 2019
	Assessment of Historical Artifacts and Structural Review of Historical Beach Cottage	In Progress	Winter 2019
	Sculpture Garden Program	In Progress	August 2019
	Merchandising, Licensing and Branding for the City	In Progress	Spring 2019
	Process to Place Public Art in City Hall	In Progress	January 2020
	Utility Box Beautification	In Progress	July 2019
	Joint Use Agreement with the Manhattan Beach Unified School District	Completed	
	Re-Organize Department to Improve Efficiencies	Completed	
	Special Event Policy	Completed	
	Senior & Scout House Project including Joslyn Center Façade	Completed	
	Update Field Allocation and Use Policy and Field Fees	Completed	
	Update Facility Reservation Policy	Completed	
	Library Surplus Funds	Completed	
Police			
	MBUSD School Safety and Security Upgrades/Improvements	In Progress	Summer 2019
	Body Worn Camera Replacement Project	In Progress	August 2019
	Computer Aided Dispatch and Records Mgmt. System Replacement Project	In Progress	December 2019
	Radio Replacement Project	In Progress	August 2019
	2016-2018 Strategic Plan Implementation	Completed	
Fire			
	Improve Fire Prevention Inspection Documentation/Data Collection	In Progress	Fall 2019
	Improve Ambulance Transport Services	In Progress	Summer 2019
	Emergency Preparedness	In Progress	Spring 2019
	Replace Dispatch Software, Database Management, CAD Integration	In Progress	Winter 2019
	Emergency Notification System	In Progress	Spring 2019
	Interoperability Network of the South Bay (INSB)	In Progress	Summer 2019
Community Development			
	Manhattan Village Shopping Center Expansion Project	In Progress	Fiscal Year 2021
	Modernize Parking Standards	In Progress	Summer 2019
	Pedestrian Safety Improvements	In Progress	Ongoing
	Environmental Sustainability Work Plan for 2018-2020	In Progress	Fiscal Year 2021
	Update on State Housing Laws	In Progress	2019-2022
	Telecom Facilities with an Updated Ordinance	In Progress	Summer 2019

Shared Mobility Devices Regulations	In Progress	March 2020
Sustainable Energy Options Study Session	Completed	
Feasibility Study of Community Choice Aggregation	Completed	
Mobility Plan Adoption and Implementation	Completed	
Accessory Dwelling Unit	Completed	
Downtown Business Employees Overflow Parking	Completed	
Short-Term Rentals	Completed	
Sepulveda Corridor Study	Completed	

Public Works

Urban Forest Master Plan	In Progress	Spring 2019
Solid Waste Franchise Agreement Contract Process	In Progress	Spring 2019
Uniform Citywide Sign Program of Non-Regulatory City Signs	In Progress	September 3, 2019
Fire Station #2	In Progress	Fall 2020
Sepulveda Bridge Widening Project	In Progress	Winter 2021 (Completion of Construction)
Undergrounding Districts	In Progress	Ongoing (based on District Timeline)
Streetscape Enhancements – Sidewalk Demonstration Project	In Progress	Summer 2019
Parking Management (Parking Meter Solution)	In Progress	December 2019
Pedestrian Security Improvements - Bollards	In Progress	TBD
Improvements to the Comfort Station at the Base of the Pier	Completed	
Infrastructural Aesthetics/Design Initiative for Public Projects	Completed	
Pier and Roundhouse Improvements	Completed	
Report on SCE's Inventory Analysis of Streetlights	Completed	

Information Technology

Enterprise Resource Planning (ERP) System	In Progress	Winter 2021
Work Order Management	In Progress	Winter 2021
Fiber Master Plan	In Progress	TBD
Update on Portable Recording Equipment	In Progress	Jul-19
Update on City Website and New City URL (.gov)	In Progress	April 2020
Automated Permitting Software Solution	In Progress	January 2020
Cable Television – Government Channel Enhancements	Completed	
Update the Information Systems Master Plan	Completed	