



City of Arlington Council Agenda Bill

Item:
WS #8
Attachment
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| COUNCIL MEETING DATE: | |
| December 12, 2016 | |
| SUBJECT: | |
| Planning Commission 2017 Work Plan | |
| ATTACHMENTS: | |
| 2016 Planning Commission Annual Report, including the Proposed, Adopted and Completed Work Plan. 2017 Planning Commission Proposed Work Plan. | |
| DEPARTMENT OF ORIGIN | |
| Department of Community & Economic Development | |
| EXPENDITURES REQUESTED: | -0- |
| BUDGET CATEGORY: | N/A |
| LEGAL REVIEW: |  |
| DESCRIPTION: | |
| Per AMC 2.52 the Planning Commission shall hold an annual joint meeting with City Council. Staff and Planning Commission will present the 2016 Planning Commission Annual Report regarding the 2016 Work Plan and present the preliminary 2017 Work Plan. | |
| HISTORY: | |
| Staff and the Planning Commission developed a work plan process to better identify and facilitate the workload, which began in 2016. This serves as tool to establish tasks and identify resources needed to complete the goals, it also assists the city attorney with forecasting land use tasks and identifies future budget needs for programs. Most importantly, it will serve as a tool to keep the council advised on Planning Commission tasks during the year and produce the annual report at the end of each year. | |
| ALTERNATIVES | |
| N/A | |
| RECOMMENDED MOTION: | |
| Workshop; discussion only. | |

2016 Planning Commission Work Plan

The purpose of the **Work Plan** is to break down the goal setting process into smaller, more actionable steps. This work plan helps with outlining what is needed to accomplish each goal (collaboration, resources, due date or frequency, anticipated obstacles and solutions). The goals can be listed first and then ranked in order of priority in the 1st far left column.



REMEMBER:

- Use SMART goal setting: Specific, Measurable, Attainable, Relevant, and Trackable & Time Bound
- Established goals are created as fillers for Planning Commission meetings and do not take the place of required development meetings
- Track progress made throughout the year to stay on target and bump out as necessary to accommodate development items

WORK PLAN

| Rank # | Goal & Sub Tasks | Collaboration Needs/Process | Resources Needed | Date Due or Time Line | Anticipated Obstacle | Solution | Progress Made |
|--------|---|---|--|-----------------------|------------------------------------|-------------------|---------------|
| 1. | AMC 20.96 Amendment Process | LUCA Process | None | Jan. 2016 | None | | Drafted |
| 2. | AMC 20.90 Deferred Impact Fees | LUCA Process | None | Jan. 2016 | None | | Drafted |
| 3. | AMC 20.44 Supplemental Uses | Public Hearing | None | Feb. 2016 | Public Comments | Multiple Meetings | |
| 4. | TDR's AMC 20.37 | PDS/Consultant LUCA Process | None | Feb. 2016 | | | |
| 5. | Horizontal Mixed Use | Docket Process | Consultant Services | June 2016 | | | |
| 6. | AMC 20.68 Sign Code Sub Tasks Reconvene Sign Code Committee to formulate separate work plan and time line | Sign Code Committee Public Hearing Council | Legal – recent changes regarding protected signage. City Attorney assistance | Time Line Required | Public Comments | Multiple Meetings | |
| 7. | WASA Other Sub-Areas Sub Tasks Technical Advisory Group Align with Retail Focus Area Initiative Align with MIC | Public Hearings Stakeholders Council PSRC Joint Commissions | Staff Time and Consultant Services | Time Line Required | Public Comments Budget Item | Multiple Meetings | |
| 8. | Design Review Guidelines | LUCA Process | None | | | | |

2016 Planning Commission Work Plan

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|-----|---|---------------------|---------------------|--|-------------|------------------|---------|
| 9. | Public Participation Plan Sub Task Identify Platform for implementation | Council | Budget Item | | | 2017 Budget Item | |
| 10. | Comprehensive Plan On-going clean up | LUCA/Docket Process | Budget Item | | | | |
| 11. | MIC Overlay Language | | Consultant Services | | Budget Item | | |
| 12. | 20.102 Wireless Facilities | LUCA - Title 20 | | | | | Drafted |
| 13. | | | | | | | |
| 14. | | | | | | | |
| 15. | | | | | | | |
| 16. | | | | | | | |
| 17. | | | | | | | |

2016 Planning Commission Work Plan Report

| Title | Chapter | Status | Date |
|--|---------------------|-----------|---------------|
| Comprehensive Plan Amendments | Water and Sewer | Completed | January 2016 |
| I502 Ordinance Amendment | AMC 20.40-1 | Completed | February 2016 |
| Comprehensive Plan | PSRC Work Plan | Completed | March 2016 |
| Code Amendment Ordinance Change | AMC 20.96 | Completed | March 2016 |
| Tax Exemption Ordinance | ESB 5761 | Completed | April 2016 |
| 2016 Docket | Comprehensive Plan | Completed | May 2016 |
| Eligible Facilities Modifications / Wireless Communication | AMC 20.44 & 20.102 | Completed | July 2016 |
| Critical Areas Ordinance Change | AMC 20.88 & 20.93 | Completed | July 2016 |
| Floodplain Regulations Ordinance Change | AMC 20.64 | Completed | July 2016 |
| Storage Facilities Ordinance Change | AMC 20.40-1 & 20.08 | Completed | August 2016 |
| Impact Fee Deferral Ordinance | AMC 20.90 | Completed | October 2016 |
| Horizontal Mixed Use Overlay | OLUM | Completed | December 2016 |
| Other Business | Topic | | |

2017 Planning Commission Work Plan

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| 1. | Comp Plan Amend. Docket Process | LUCA Process 20.96 ARL-3 items | Consultant Services | June 2017 | None | | |
| 2. | Comp Plan Amend. Docket Process | LUCA Process 20.96 WASA items | Consultant Services | June 2017 | None | | |
| 3. | Comp Plan Amend. Docket Process | LUCA Process 20.96 PSRC items | Consultant Services | June 2017 | None | | |
| 4. | TDR's AMC 20.37 | LUCA Process | Consultant Services | June 2017 | DOC | | |
| 5. | Horizontal Mixed Use AMC 20.44 Regulating Plan | LUCA Process | Public Participation Meetings Outreach | June 2017 | Document Publishing | | |
| 6. | Horizontal Mixed Use Design Development Regulations | LUCA Process | | June 2017 | Document Publishing | | |
| 7. | Comp Plan Amend. MFTE – Urban Centers | LUCA Process | | June 2017 | None | | |
| 8. | Comp Plan Amend. Private Initiated Rezones | LUCA Process | | June 2017 | | | |
| 9. | Design Review Guidelines AMC 20.46 | LUCA Process | | | | | |
| 10. | MIC – Planned Development | | Consultant Services | | | | |
| 11. | | | | | | | |