City of

FRESNO

MEMORANDUM

DATE: June 4, 2010

TO: JOHN M. DUGAN, AICP, Director
Planning and Development Department

THROUGH: JERRY BISHOP, Assistant Director
Development Services Division

MIKE SANCHEZ, Planning Manager
Development Services Division

FROM: BONIQUE SALINAS, Planner *B.S.*
Development Services Division

SUBJECT: Reorganization of the Policies and Procedures Manual (Reference attached Policy and Procedure No. G-001)

BACKGROUND INFORMATION

The manner in which planning policies and procedures are currently stored and organized is inefficient and ineffective. Although there is a table of contents in the Policies and Procedures Manual, this table of contents hasn't been updated in over 12 years. The majority of policies that are established are not formally incorporated into the Policies and Procedures Manual. In order to process applications efficiently, effectively and consistently, staff must ensure that every decision made or policy/procedure adopted that impacts the way planners process entitlement applications is numbered and put into the Policy and Procedure Manual. The attached Policy and Procedure No. G-001 describes the way Planning Policies, Procedures, and Administrative Decisions will now be created, formatted, stored and organized. Below is a description of the steps staff will take to implement this new policy.

STEPS TO BE TAKEN TO IMPLEMENT POLICY

In order to facilitate the implementation of the "Reorganization of the Policies and Procedures Manual" (See attached Policy and Procedure No. G-001), the first step is to go through the existing Policies and Procedures Manual and decide which policies are still applicable and which ones are no longer valid. In addition to going through all of the policies/procedures in the manual, we will also ask staff to search our work areas to find any policies/memos, etc. that can be placed in the new Policies and Procedures Manual. In the past there have been decisions made that may have been written down, but never made it to the Policies and Procedures Manual. We need to make sure that everything is in one place. Once this is done, we will perform the following tasks:

1. Separate out those policies/procedures/directives we feel are no longer valid.

2. Talk with staff and the Director to make sure that it is appropriate to discard these old Policies and Procedures (get a consensus). We will keep a list of those discarded policies for historical purposes.

3. Organize the policies to be kept into one of the three categories described in the attached Policy and Procedure No. G-001.

4. Once they are in order, we will number these policies using the numbering system described in the attached Policy and Procedure No. G-001. We will then scan the old documents and superimpose these documents into the new format.

5. One new binder (to be kept at the front desk) will be created that will contain all of these policies and procedures. A designated staff member will be responsible for keeping this binder up to date. Other staff members (and the public) will have access to the electronic version of this document which will be kept on our website. This electronic version will be hyperlinked and will be formatted as described in the attached Policy and Procedure No. G-001.

Target Audience: Planning Staff in the Planning and Development Department

Purpose: To better serve customers, the Planning and Development Department has modified the way Planning Policies and Procedures are created, formatted, stored and organized. This change also addresses Administrative Decisions and Interpretations.

Policy: Effective June 2010, the following procedure will be utilized by planning staff in the Planning and Development Department when creating, storing and organizing all Policies and Procedures.

Procedures:

A. Storage of Policies and Procedures

A new binder, to be kept at the front desk, will contain all policies and procedures. One person will be in charge of keeping this binder up to date. The rest of staff (and the public) will have access to the electronic version of this document which will be kept on the Planning and Development Department website. This electronic version will be hyperlinked and will be formatted as described below in Section B.

When new policies are created (see Section C below) they will be categorized as either residential, commercial/industrial, or general, and given the next number in the sequence.

B. Organization of Policies and Procedures

Policies and Procedures will be organized the following two ways:

1. List organized alphabetically by type (residential, commercial/industrial, or general)

Policies and Procedures

A. Residential

    i. PP R-001: *Title of Policy*

    ii. PP R-002:

    iii. PP R-003

B. Commercial/Industrial Policies/Procedures

    i. PP C-001:

    ii. PP C-002:

    iii. PP C-003:

C. General Policies/Procedures

    i. PP G-001:

    ii. PP G-002:

    iii. PP G-003:

2. Zoning Table

Policies and procedures will also be stored electronically in a zoning table that will be available on the City's website. In addition to policies and procedures, director's classifications and text amendments will also be linked. The following shows what the table will look like:

List of Uses (Alphabetical)	C-1 (217)	C-2 (218)	C-3 (219)	C-4 (220)	C-5 (221)	C-6 (222)	C-R (223)	CC (231)	C-L (232)
Adult day care facilities for a maximum of six (6) adults when located in a single family dwelling.				BR (FMC 12-220.1-B-3)				BR (FMC 12-231.1-B-2)	
Adult day care facilities for seven (7) to twelve (12) adults when located in a single family dwelling, subject to Subsection 12-306-N-42								CUP (FMC 12-231.3-B-2)	
Adult school.				BR (DC 159)					
Automobile Painting, Retail.						CUP (DC 80)			
Bars		CUP (TA A-09-03)	CUP (TA A-09-03)	CUP (TA A-09-03)	CUP (TA A-09-03)	CUP (TA A-09-03)	CUP (TA A-09-03)	CUP (TA A-09-03)	
CRV Recycling Centers	CUP PP C-001	CUP PP C-001	CUP PP C-001	CUP PP C-001	CUP PP C-001	CUP PP C-001			

C. Creating New Policies and Procedures and Administrative Decisions and Interpretations:

There are different procedures for creating and approving planning policies and procedures. One procedure is for internal policies, one is for citywide policies, and the third is for administrative decisions/interpretations. The proposed procedures are described below.

1. Internal Policies:

Internal Policies are those that deal with some aspect of the internal operation of the department and possibly other City departments, such as how projects are routed, how an entitlement is processed, attending conferences etc.

1. Identify an issue or a reoccurring problem that needs to be addressed
2. Research history on issue
3. Review adopted plans, relevant CEQA documents, and pertinent laws, regulations and agreements to ensure that the proposed policy is consistent and not in conflict with existing plans, policies and laws.
4. Discuss with other planners and affected Departments
5. Prepare draft policy and circulate internally for comment
6. Amend policy as appropriate to address comments received
7. Conduct meeting with affected staff members to discuss policy and receive final suggested modifications. (may require multiple meetings)
8. Submit policy for approval

   a.   Planning Manager
   b.   Assistant Director (if needed- see Section 3 below)
   c.   Director (if needed- see Section 3 below)

2. Citywide Policies

Citywide policies are policies that potentially can have an effect which extends beyond City Departments. (Examples are the drive-thru policy, outdoor dining policy etc.).

1. Identify an issue or a reoccurring problem that has not been properly addressed

2. Research history on issue

9. Review adopted plans, relevant CEQA documents, and pertinent laws, regulations and agreements to ensure that the proposed policy is consistent and not in conflict with existing plans, policies and laws.

3. Discuss with other Planners/Departments

4. Prepare draft policy and circulate internally for comment

5. Amend policy as appropriate to address comments received

6. Distribute policy to public/stakeholders

7. Conduct meeting with stakeholders to discuss policy

8. Amend policy as necessary
   (Items 6, 7 and 8 likely would be repeated)

9. Prepare draft final policy and send to affected departments, agencies, stakeholders and plan committees

10. Amend policy as necessary and prepare final policy

11. Schedule for public hearings as deemed necessary

3. Administrative Decisions/Interpretations and Interim Policies

Most of the decisions that planners make on a daily basis are interpretations of existing codes, policies and procedures. An example of an Administrative/Decision/Interpretation relates to the procedure for determining the required number of parking stalls in a shopping center. Historically, department procedure has been that if restaurants do not exceed 33 percent of the total building area within a shopping center, on-site parking requirements shall comply with Section 12-218.5-I of the FMC instead of Section 12-306-I-2.2-e of the FMC. However, this interpretation of the code is not written down and some planning staff (and the public) may not be aware of this interpretation of the code.

These decisions/interpretations, and interim policies will be numbered, formatted and will follow essentially the same procedure as new Internal Policies described in Section C-1 above, **except that these types of decisions will require only approval by a Planning Manager, unless a Planning Manager deems Director approval is necessary.**

D. <u>Format of New Policies and Procedures:</u>

The following is the general format to be utilized for all new Policies and Procedures (including Administrative Decisions/Interpretations and Interim Policies) established in the Development Services Division, Current Planning Section of the Planning and Development Department (see next page). All existing Policies and

Procedures will be reformatted to match this format.

City of **FRESNO**	**Title of Policy** Planning & Development Department, Development Services 2600 Fresno Street, 3rd Floor, Rm 3076 Call (559) 621-8277 for an appointment or visit www.fresno.gov for information	Policy and Procedure No. **G-00X** Date

Target Audience: *Indicate general intended audience, i.e. architects, developers, etc, OR staff*

Purpose: *Briefly explain purpose of policy.*

Policy: *Describe the policy itself. This will often include standards, regulations, guidelines, etc.*

Definitions: *Include any relevant definitions*

Procedures: *Include process steps and timeline, approval authority, submittal requirements, noticing requirements, etc.*

Documents Referenced in this Policy/Procedure:
Include references here; provide web links

Review and Responsibility: *Indicate the department, division and/or position that oversees the execution, evaluation and revision of this policy*

Forms (attached): *Include any forms needed, web-linked*

Signature: _____ Dated: _____

Documents Referenced in this Policy/Procedure: *(to be hyperlinked)*

Policies and Procedures Manual

Zoning Table

Fresno Municipal Code

Review and Responsibility: This Policy/Procedure shall be implemented by the Planning Managers in the Development Services Division/Current Planning Section of the Planning and Development Department

Signature: *John M Dugan* _____ John M. Dugan, AICP, Director   Dated: 6/8/10