

# **EBASE's User's Guide to Development in the East Bay**

**Version 2.0**



**East Bay Alliance for a Sustainable Economy  
1714 Franklin Street, Suite 325  
Oakland, CA 94610  
510-893-7106**



## **Preface**

---

The East Bay Alliance for a Sustainable Economy (EBASE) is pleased to present this guide to organizations and citizens concerned about development in the East Bay.

We believe that capital investment and economic growth in East Bay communities has the potential to strengthen our communities and help sustain working families. We also believe that early and informed involvement in the development process by both local and regional stakeholders can help ensure that projects benefit communities.

We hope that the guide helps you become a more informed and involved participant in the development process. We also hope that you will help us make it better by sharing your feedback and ideas with us. Please give us a call!

Howard Greenwich  
Director of Research

Elizabeth Hinckle  
Development Tracker

Evan Sarna  
HUD Fellow

## **Introduction – How To Use This Guide**

---

The goals of this guide are to help you:

- understand the development process better
- track a project through the process in various cities
- anticipate who has final decision making power over the confusing array of approvals that a project can require.

The guide has three sections:

- 1) A brief primer on *what* development decisions cities make and *who* has the power to make them.

Refer to this section to understand who has the final say on approvals such as development agreements, conditional use permits and design review. You may be surprised that not all decisions are in the hands of city council!

- 2) A two-page profile of the agencies and players involved in development in East Bay cities.

Refer to these profiles to:

- understand the relationships between different agencies
- understand better the decision-making structure and
- know who to call to get information about projects and their status.

We have started with seven cities but will be expanding this to over 20 by the end of 2004.

- 3) A basic explanation of the planning and development process in California.

Right now, this section is simply a glossary of terms that we use in the other two parts of the guide. In future versions, we will add sections explaining the CEQA process, the powers and authority of redevelopment agencies and where the public has say over development projects.

## **A Word About Development Decisions and Decision-Makers**

---

What kinds of development decisions do cities make?

In order to understand the land use approvals process, it is essential to understand the three distinct types of decisions that local governments make as projects are reviewed and entitled. These types of decisions relate to the different roles that local governments play: legislative, judicial, and bureaucratic. The below definitions are paraphrased from William Fulton's *Guide to California Planning*.

### Legislative

These are decisions that establish and amend the basic rules for development, such as the General Plan and the Zoning Ordinance. In California, all legislative acts must be approved by a city council or designated agent, and are subject to referendum.

### Quasi-Judicial

These decisions interpret and apply the basic rules of development to individual projects. Examples include conditional use permits and variances. They are typically made by planning commissions and zoning boards, or, in some cases, city staff. Because these actions merely apply legislative decisions, they are legally binding, though they can be appealed to the city council. Quasi-judicial acts are not subject to initiative or referendum.

### Ministerial

These decisions are not discretionary. A typical ministerial act is the mandatory issuance of a building permit once a project has received discretionary approvals. Ministerial approvals are generally made by staff, and are not subject to initiative or referendum.

Who has final decision-making power in the development process?

For our purposes, we are focused on land use decisions at the local government level. Under state law, every county and every city has a legislative body and a planning agency. A city's legislative body is its city council, and most cities have a separate planning commission and/or zoning board with the power to make legally binding decisions about planning and land use issues. In addition to the council and the planning agency, there are two other major development-related decision makers, the redevelopment agency, which has jurisdiction only over the city's redevelopment areas, and city staff.

Below, each decision-maker is listed along with the kinds of approvals over which they have final authority. Note: Projects vary greatly in the kinds of approvals they need – few require all of those listed below.

### City Council

As we discussed above, the council is the primary legislative decision-maker for local governments. They have the power to approve the following:

- General Plan amendments
- Zoning Ordinance changes
- Development Agreements
- Planned Unit Developments (unless they delegate this authority to a lower body)

### Planning Commission

The Planning Commission typically serves two functions. The first is to advise the city council on the creation and maintenance of planning and development related policies such as the General Plan and Zoning Ordinance. The second function is to make discretionary decisions based on the rules and guidelines established by those policies. Sometimes these functions are divided between a planning commission and a zoning board. The planning commission and/or zoning board typically has the power to approve the following:

- Conditional Use Permits
- Zoning Variances
- Project Design
- Subdivision map approvals (sometimes the council reserves this authority)

These decisions can almost always be appealed to the City Council. In general, these quasi-judicial decisions cannot be referendized.

### Redevelopment Agency

Redevelopment agencies are distinct legislative decision-making bodies that have special State-mandated powers over the city's redevelopment project areas. In most cities, the city council also serves as the redevelopment agency board of directors, though they are considered to be two separate bodies. Redevelopment agencies have the power to approve the following:

- Disposition and Development Agreements (DDAs)
- Owner Participation Agreements (OPAs)
- Project Area Plan amendments

Because a redevelopment agency's authority comes directly from the State, its legislative decisions are not subject to the local referendum process.

### City Staff

The role and influence of city staff in the approvals process varies widely from city to city. Generally, city staff only has authority over non-discretionary approvals. Occasionally, some quasi-judicial approvals such as design review can be delegated to city staff. Most importantly, however, is the reliance of planning commissioners and members of city council on staff advice and direction. Cities with full-time council members and council staff have more opportunity and resources for independent review of projects and policies.

Are all cities the same?

No. Many local governments appoint other bodies with land use powers. For example, the City of Alameda has a zoning board that makes zoning variance decisions that typically are made by Planning Commissions in other cities.

# **City Profiles**

---

## Alameda County

Alameda

Berkeley

Dublin

Emeryville

Fremont

Hayward

Livermore

Oakland

Pleasanton

San Leandro

## Contra Costa County

Antioch

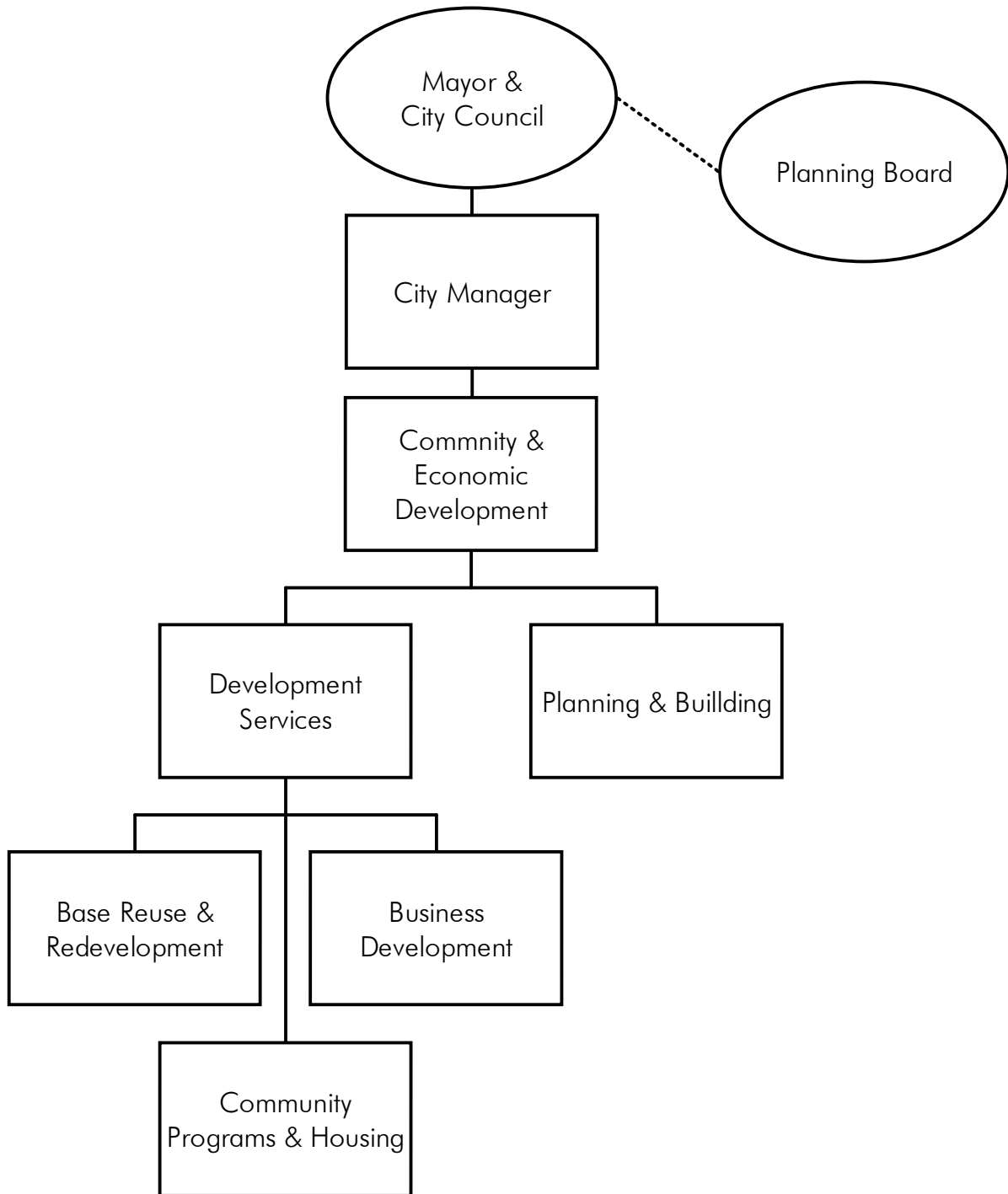
Brentwood

Pittsburg

Richmond

San Ramon

# City of Alameda Development Decision-Making Bodies and City Agencies



Note: City Council and Redevelopment Agency Board are the same body.

## Alameda

---

Structure: Council-Manager

Mayor: 4 year term, elected separately from the Council.

Council: Mayor, plus 4 additional members, elected to four year terms, elections staggered in even years.

Meetings: 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month, in the City Council Chambers, 2263 Santa Clara Avenue.

City Manager: Appointed by City Council

### Planning Board

Power: Approval or denial of:

- zoning variances
  - conditional use permits
- (Both of these decisions can be appealed to City Council)

Recommendations to the City Council on:

- general plan amendments
- changes to the zoning ordinance
- changes to subdivision ordinance
- CEQA process
- historic preservation
- design review
- planned unit developments

Members: Seven members. Nominated by the Mayor and appointed by the City Council for 4-year terms.

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 7:30 pm, Council Chambers, 2263 Santa Clara Avenue.

Staff Contact: Office of Greg Fuz, Planning Director, 747-6850.

### Community Improvement Commission (Alameda's Redevelopment Agency)

Jurisdictions: Alameda has 3 Redevelopment Project Areas, totaling 3,670 acres. This represents about half of the land area of the city.

Project Areas:

- *West End Community Improvement Project*
- *Business and Waterfront Improvement Project – FISC/East Housing site.*
- *Alameda Point Improvement Project – All of the former Naval Air Station except for the East Housing site.*

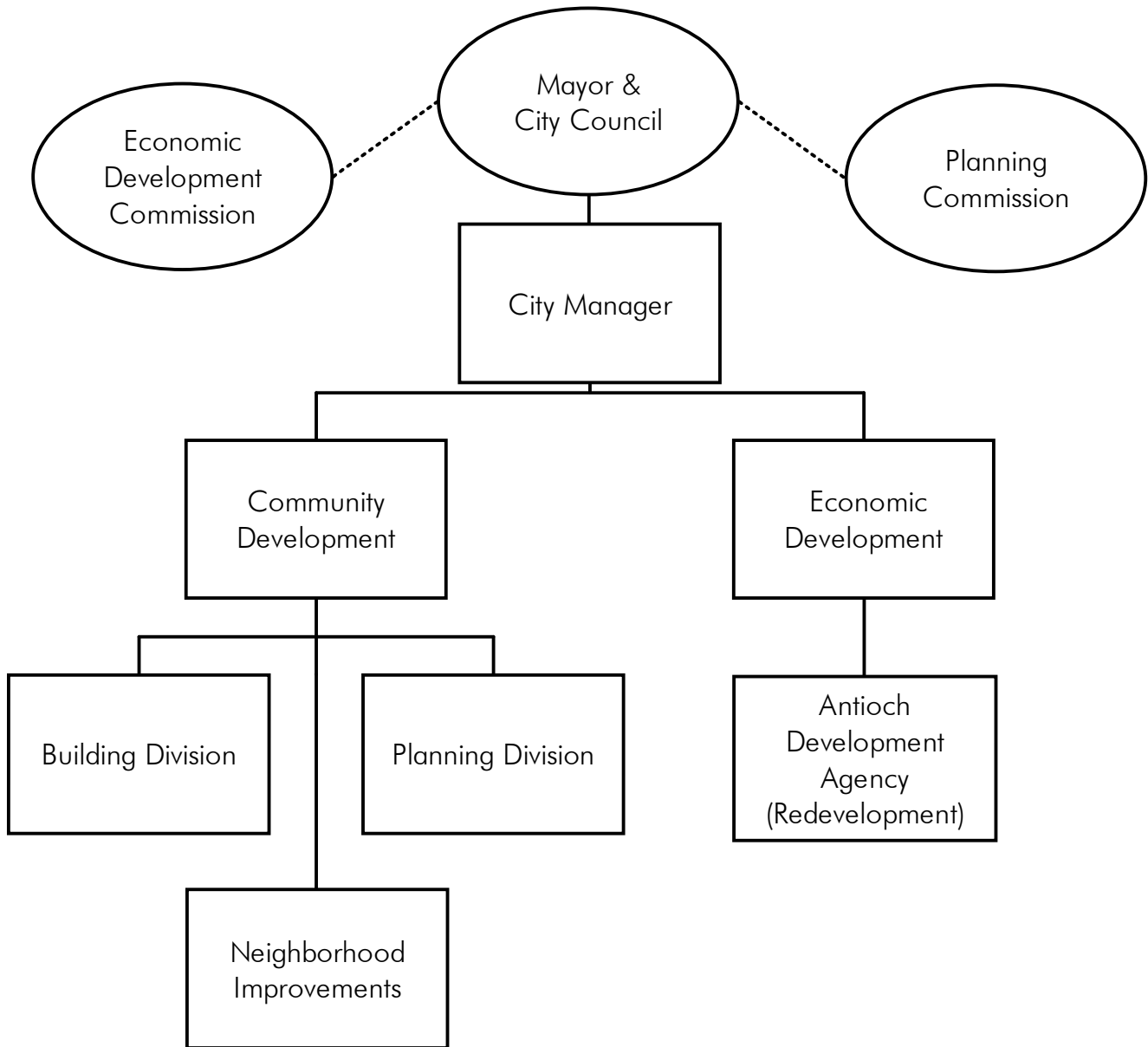
Staff Contact: Development Services Department, (510) 749-5800.

### Alameda Reuse and Redevelopment Authority (Alameda's Base Reuse Authority)

Jurisdiction: The purpose of the Alameda Reuse and Redevelopment Authority (ARRA) is to assure the effective transition of the Alameda Naval Air Station from federal ownership to local ownership. ARRA is responsible for developing and implementing reuse plans and taking title to the land as it is conveyed from the Department of Defense.

Staff Contact: Debbie Potter, Base Reuse and Redevelopment Manager, (510) 749-5833.

City of Antioch  
Development Decision-Making Bodies and City Agencies



Note: City Council and Antioch Development Agency Board are the same body.

---

## Antioch

---

Structure: Council-Mayor

Mayor: 4-year term, elected at-large. Serves as 7<sup>th</sup> council member.

Council: 7 members including mayor, 4-year terms, elected at-large.

Meetings: Meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 7:00 p.m. in the Council Chambers, Third & "H" Streets, Antioch

City Manager: Appointed by the City Council.

### Planning Commission

Approval or denial of:

- zoning variances
- conditional use permits
- minor subdivision maps

Recommendations to the City Council on:

- general plan amendments
- specific plans
- changes to the zoning ordinance
- conditional use permits
- changes to the subdivision ordinance
- planned development permits
- tentative maps
- CEQA
- major subdivisions

(Note: Antioch has a separate Design Review Board.)

Members: 7 members, 4-year terms, nominated by Mayor and elected by majority vote of the City Council.

Meetings: Meets on the 1st and 3rd Wednesday at 7:00 p.m. in the Council Chambers.

Staff Contact: Community Development Department (925) 779-7035.

### Economic Development Commission – (The EDC reviews and make recommendations to the City Council on issues related to economic development in the city.)

Members: 7 members, 4-year terms, nominated by Mayor and elected by majority vote of the City Council.

Meetings: Meets on the 1st and 3rd Monday at 6:30 p.m. in the Council Chambers.

Staff Contact: Linda Pappas Diaz, Assistant City Manager, (925) 779-7011.

### Antioch Development Agency

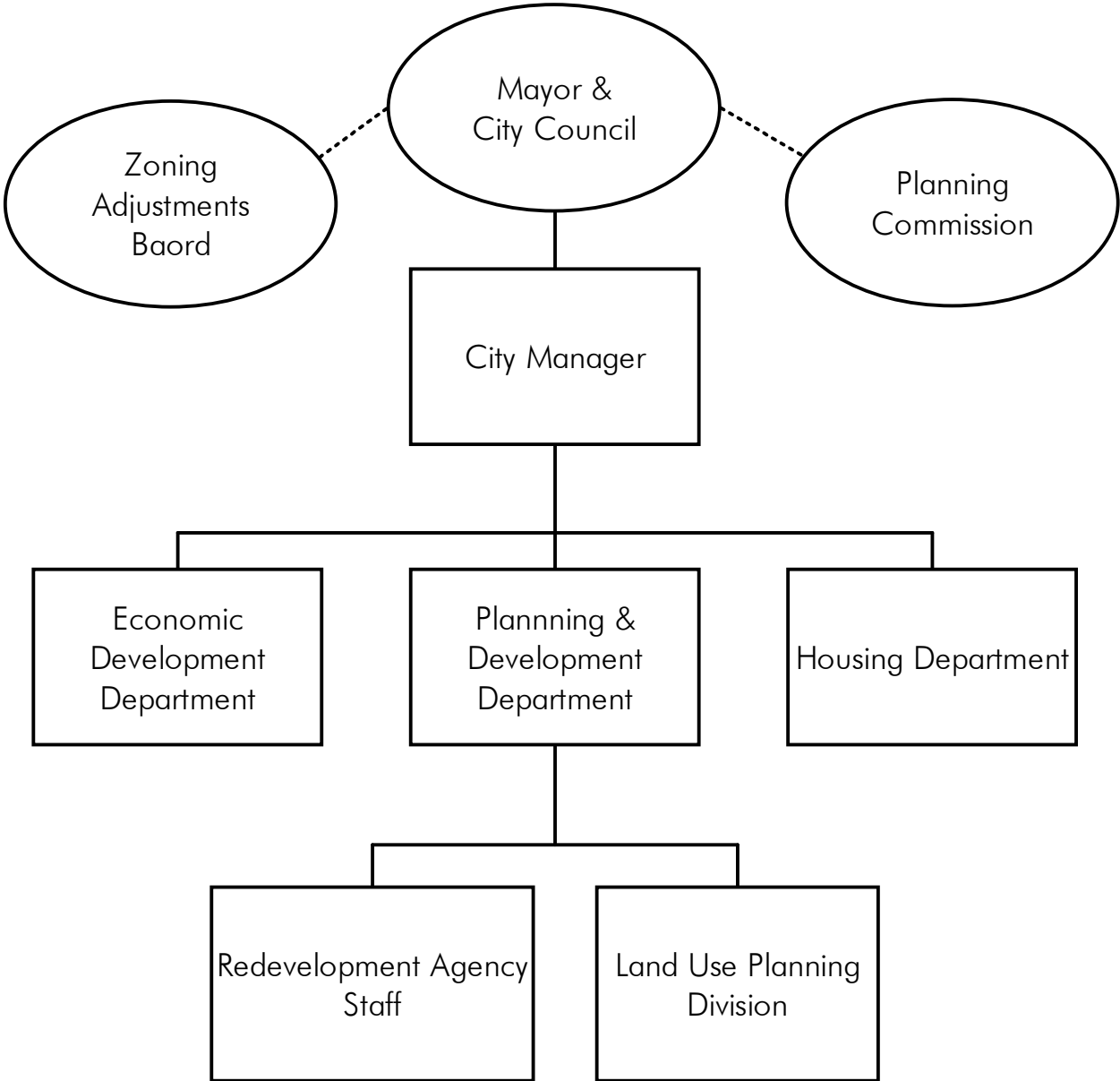
Jurisdictions: Antioch has 4 redevelopment areas, totaling 1 654 acres. This represents over 9% of the land area in the city.

Project Areas:

- *Project Area I* – 1,024 acres
- *Project Area II* – 130 acres
- *Project Area III* – 245 acres
- *Project Area IV* – 255 acres

Staff Contact: Linda Pappas Diaz, Assistant City Manager and Economic Development Director, (925) 779-7011.

City of Berkeley  
Development Decision-Making Bodies and City Agencies



Note: City Council and Redevelopment Agency Board are the same body.

## **Berkeley**

---

Structure: Mayor-Council-Manager

Mayor: Elected for a term of four years. Serves as ninth City Council member.

Council: Nine members total, one of whom is the Mayor. Remaining eight are elected by district for terms of four years. Elections staggered on even years.

Meetings: Every Tuesday evening, 7:00 pm, City Council Chambers, 2134 Martin Luther King Jr. Way.

City Manager: Appointed by the City Council. Serves at the pleasure of the Council.

### Planning Commission

Power: Recommendations to the City Council and/or preliminary action on:

- general plan amendments
- area plans
- zoning code or map changes
- CEQA process
- general development issues.

Approval or denial of:

- subdivision maps (subject to City Council appeal)

Members: 9 members, each appointed by a City Council member for 1-year terms.

Meetings: The commission's regular meetings take place at 7:00 pm on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month at the North Berkeley Senior Center, 1901 Hearst Avenue.

Staff Contact: Ruth Grimes, Senior Planner, (510) 981-7481.

### Zoning Adjustments Board

Power: Approval or denial of:

- zoning variances
  - conditional use permits
- (Both of these decisions can be appealed to City Council)

Recommendations to council on:

- specific plans

Members: 9 members, each appointed by a City Council member for 1-year terms.

Meetings: The Board's regular meetings take place at 7:00pm on the second and fourth Thursdays of each month in the City Council Chambers at Old City Hall, 2134 Martin Luther King Jr. Way.

Staff Contact: Mark Rhodes, Current Planning, (510) 981-7410.

### Redevelopment Agency

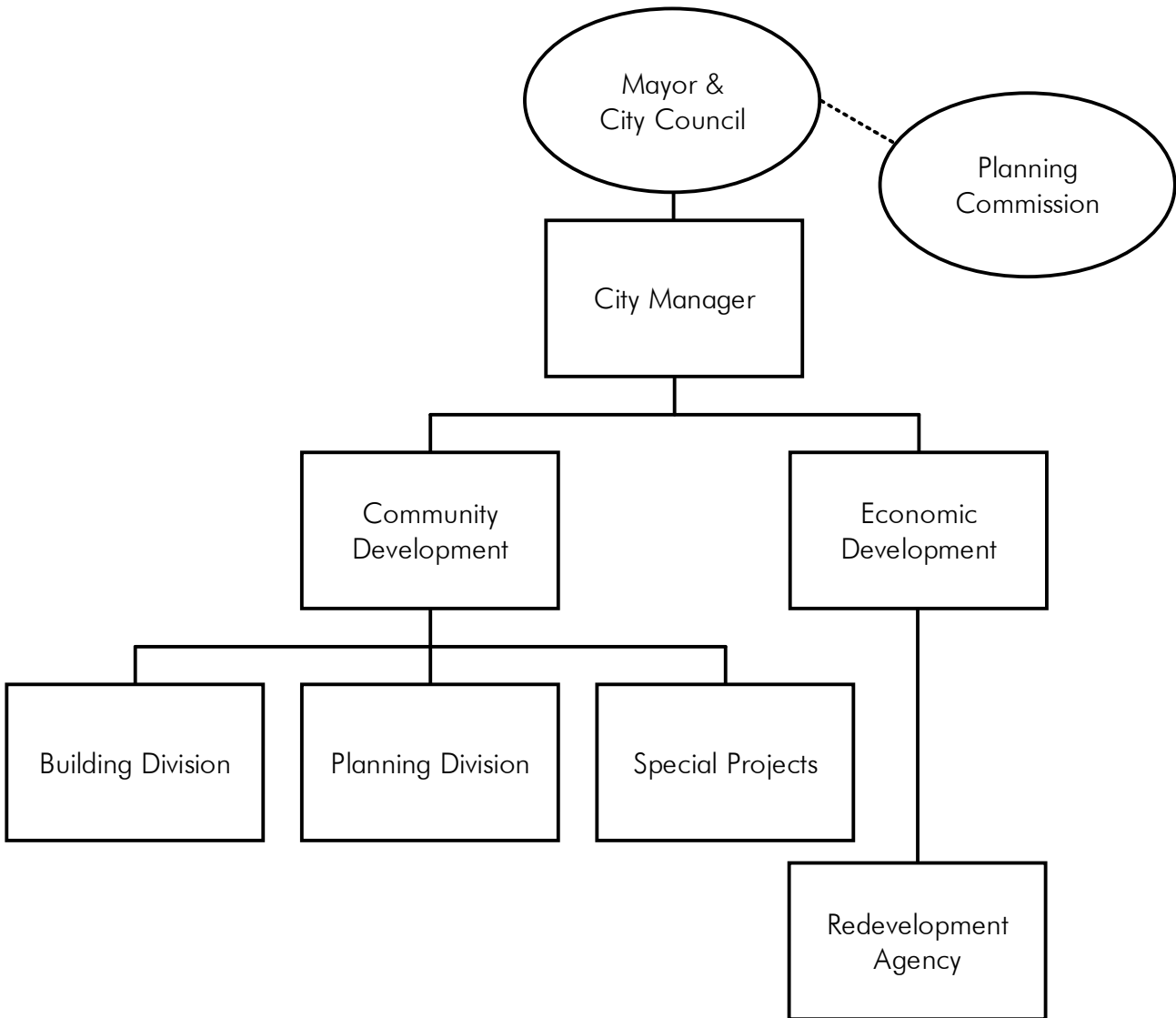
Jurisdiction: Berkeley has 2 Redevelopment Project Areas, totaling 22 acres. This represents less than 1% of the land area of the City.

Project Areas:

- *Savo Island Project Area*
- *West Berkeley Project Area* – Bounded by Cedar Street, Sixth Street, University Avenue, and the I-80 frontage road.

Staff Contact: Iris Starr, Redevelopment Coordinator, (510) 981-7520.

City of Brentwood  
Development Decision-Making Bodies and City Agencies



Note: City Council and Redevelopment Agency are the same body.

## **Brentwood**

---

Structure: Council-Manager

Mayor: 2-year term, elections are held in odd years.

Council: Mayor, plus 4 additional members, elected to 4-year terms, elections are staggered in odd years.

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month at 7 pm, City Council Chamber, 734 Third Street, Brentwood.

City Manager: Appointed by the City Council.

### Planning Commission

Power: Approval or denial of:

- conditional use permits
- project design

Recommendations to the City Council on:

- general plan amendments
- zoning variance
- changes to the zoning ordinance
- changes to the subdivision ordinance
- planned unit developments
- CEQA approvals

Members: 5 members, appointed by the mayor (subject to City Council approval), two-year term.

Meetings: 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 7 pm, City Council Chamber, 734 Third Street, Brentwood.

Staff Contact: Planning Commission, (925) 516-5405.

### Redevelopment Agency

Jurisdictions: Brentwood has 1 redevelopment project area, totaling 1,319 acres. This represents less than 17% of the land area of the city.

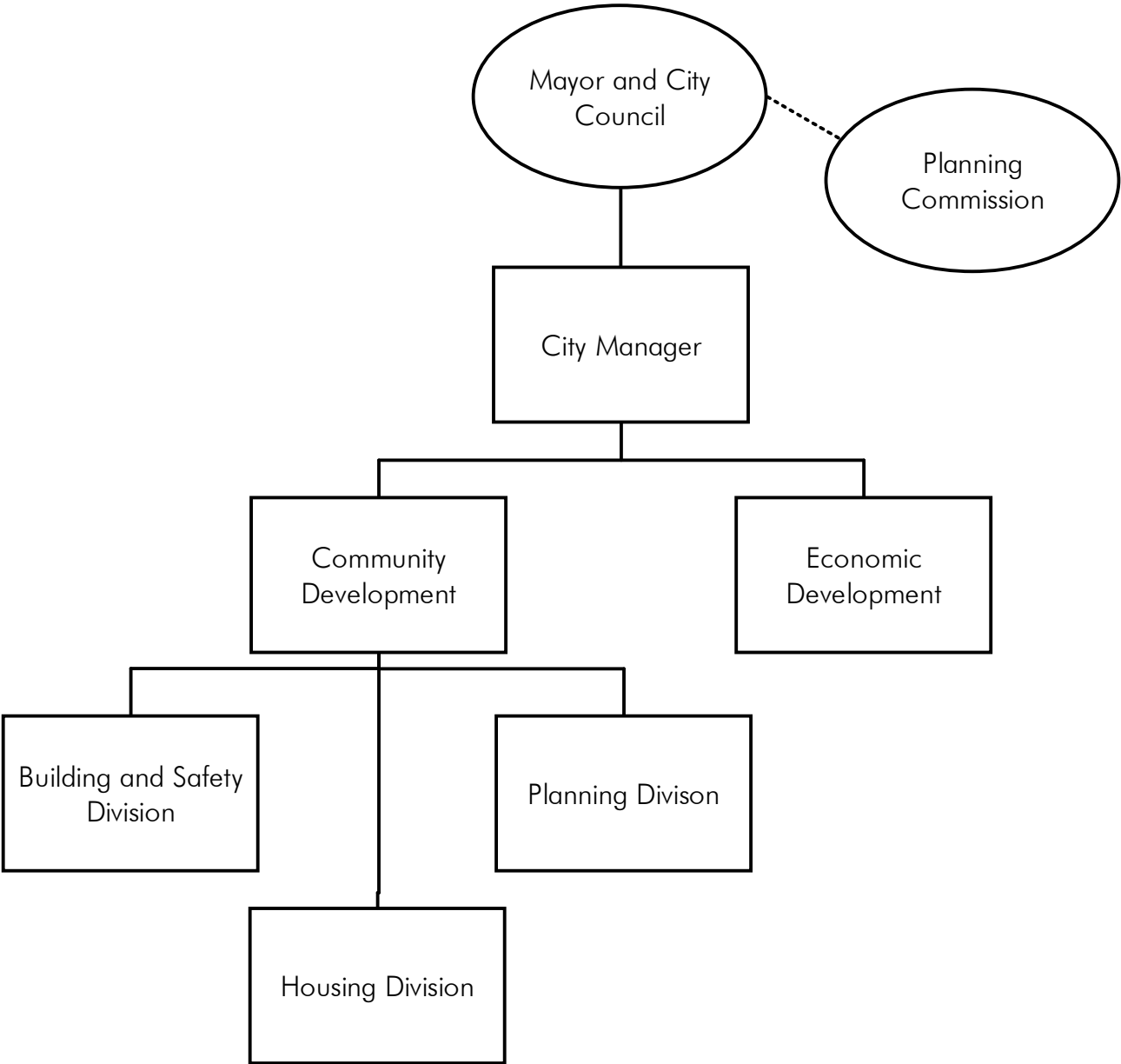
Project Areas:

- *Brentwood Merged Redevelopment Project Area*

Staff Contact: Redevelopment Department at (925) 240-2508.

Notes: Brentwood has a Redevelopment Area Project Committee which advises the Redevelopment Agency on housing issues in redevelopment areas.

City of Dublin  
Development Decision-Making Bodies and City Agencies



## Dublin

---

Structure: Council-Manager

Mayor: 2-year term, elected at-large.

Council: 5 members including the mayor, 4-year term, elected-at-large in even years, elections are staggered.

Meetings: 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month, City Council Chamber, 100 Civic Plaza.

City Manager: Appointed by city council.

### Planning Commission

Power: Approval or denial:

- zoning variances
- conditional use permits
- subdivisions
- some CEQA approvals

Recommendations to the City Council on:

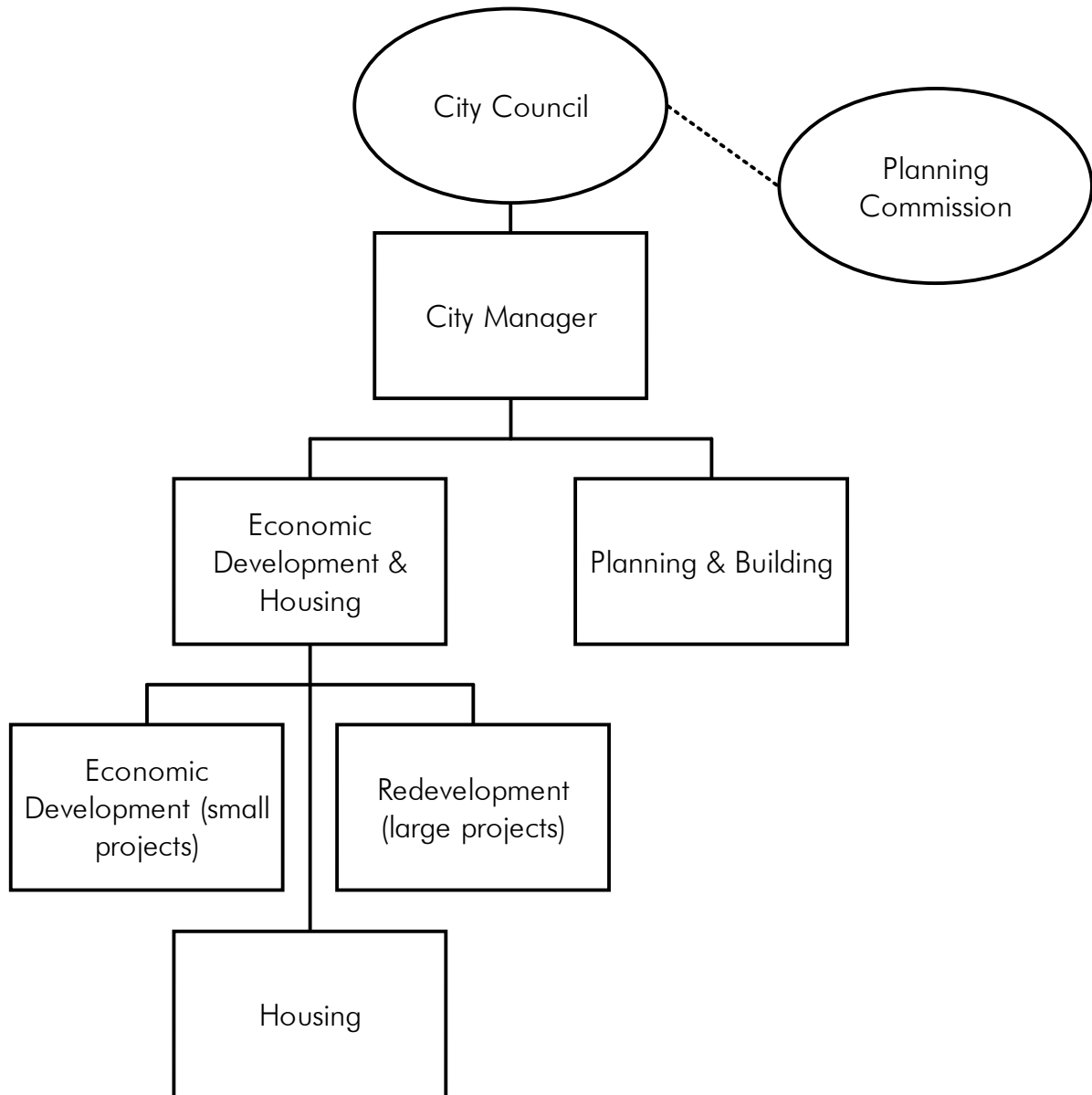
- general plan amendments
- changes to the zoning ordinance
- changes to the subdivision ordinance
- some CEQA approvals
- project design
- planned unit developments

Members: 5 members, 4-year term, appointed by the mayor, subject to City Council majority vote.

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month at 7 pm, 100 Civic Plaza.

Staff Contact: City of Dublin Planning Department, (925) 833-6610.

# City of Emeryville Development Decision-Making Bodies and City Agencies



Note: City Council and Redevelopment Agency Board are the same body.

## **Emeryville**

---

Structure: Council-Manager

Mayor: Position rotates yearly, no special power or authority.

Council: 5 members, elected at large for four years, staggered on odd years.

Meetings: Every other Tuesday, 7:00 pm, with special hearings starting as early as 5:30 pm, City Council Chambers, 1333 Park Avenue.

City Manager: Appointed by the City Council.

### Planning Commission

Power: Approval or denial of:

- zoning variances
  - conditional use permits
  - subdivision maps
- (These decisions can be appealed to City Council)

Recommendations to the City Council on:

- general plan amendments
- changes to the zoning ordinance
- changes to the subdivision ordinance
- CEQA approvals
- historic preservation issues
- design review
- planned unit developments

Members: 7 members appointed by the City Council. Most of the current Commissioners have served for more than five years and some for more than a decade.

Meetings: Monthly, generally at 6:30 pm on the 4<sup>th</sup> Thursday, in the City Council Chambers, 1333 Park Avenue.

Staff Contact: Charles Bryant, Planning Director, (510) 596-4361

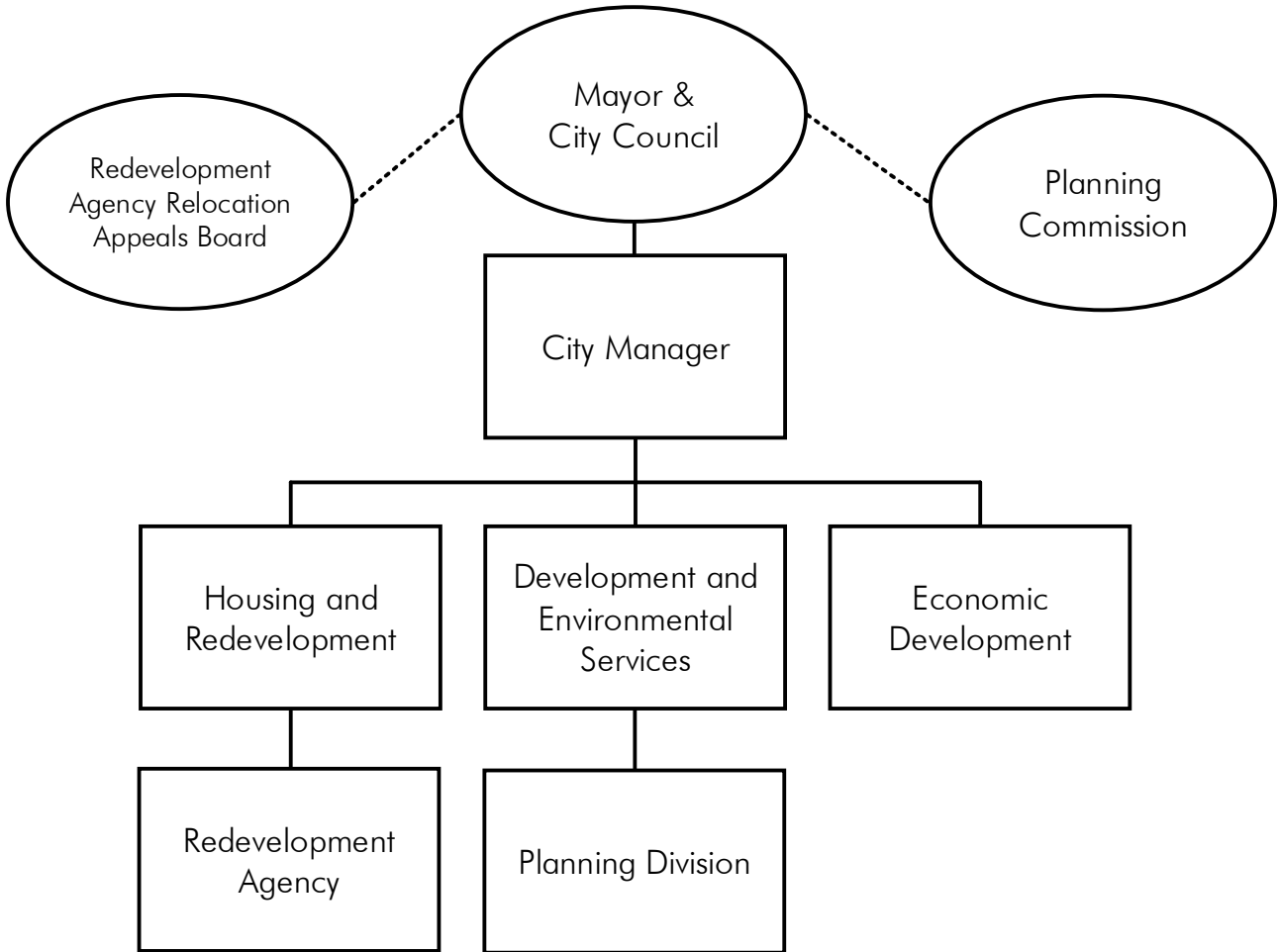
### Redevelopment Agency

Jurisdiction: Emeryville has 2 Redevelopment Project Areas. In Emeryville, the Redevelopment Agency controls 2/5ths of the City budget and has authority over 95% of the city's land.

Project Areas: Together, the Emeryville Project Area and Shellmound Project Area cover 95% of the city's land.

Staff Contact: Patrick O'Keefe, Redevelopment Agency Director, (510) 596-4350.

City of Fremont  
Development Decision-Making Bodies and City Agencies



Note: City Council and Fremont Redevelopment Agency Board are the same body.

## **Fremont**

---

Structure: Council-Manager

Mayor: 2-year term, elected at-large. Serves as 5<sup>th</sup> City Council member.

Council: 5 members, 4-year terms, elected at-large.

Meetings: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Tuesday of the month at 7 pm (except 3<sup>rd</sup> Tuesday at 4 pm), City Council Chambers, 3300 Capitol Avenue.

City Manager: Appointed by the City Council.

### Planning Commission

Power: Approval or denial of:

- conditional use permits
- planned unit developments

Recommendations to City Council on:

- general plan amendments
- changes to the zoning ordinance
- changes to subdivision ordinance
- CEQA approvals

(Dublin has a Zoning Administrator who approves zoning variances.)

Members: 7 members appointed by the City Council for a 4-year term.

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month at 7 pm in the City Council Chambers, 3300 Capitol Avenue.

Staff Contact: Jeff Schwob, Planning Director, 510-494-4527.

### Redevelopment Agency

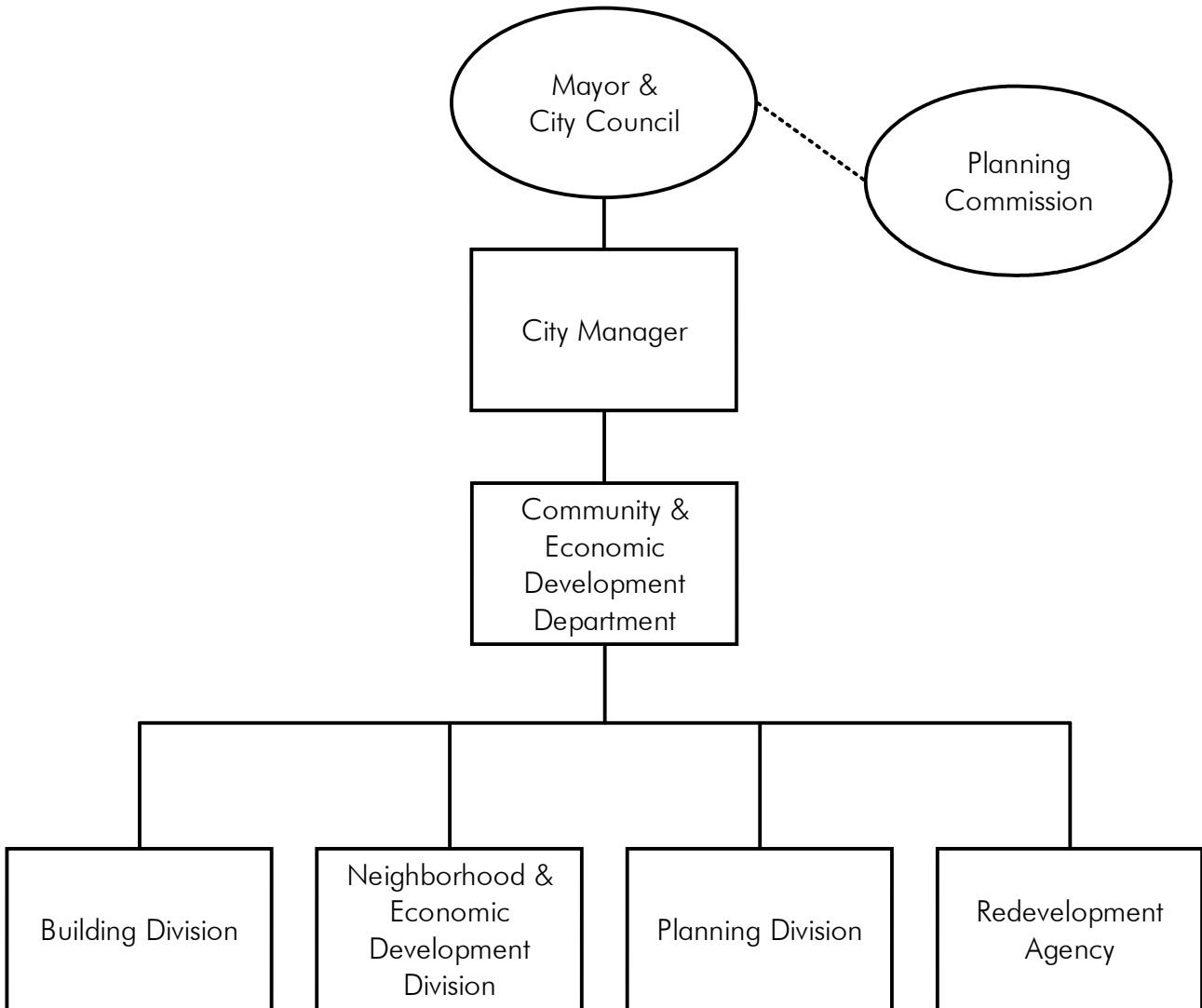
Jurisdictions: Fremont has three redevelopment project areas. This represents over 1% of the land area in the city.

Project Areas:

- *Centerville* – 6.5 acres
- *Irvington* – 473 acres
- *Niles* – 138 acres

Staff Contact: Laura Gonzalez-Escoto, Redevelopment Agency Director, (510) 494-4501.

City of Hayward  
Development Decision-Making Bodies and City Agencies



Note: City Council and Redevelopment Agency Board are the same body.

## Hayward

---

Structure: Council-Manager

Mayor: Elected at-large for a term of four years. Serves as seventh City Council member.

Council: Seven members total, one of whom is the mayor. All elected at-large, for four year terms, with elections staggered in even numbered years.

Meetings: The Council meets the first four Tuesdays of each month at 8:00 pm in Council Chambers, 777 B Street.

City Manager: Appointed by the City Council. Serves at the pleasure of the Council.

### Planning Commission

Power: Approval or denial of:

- zoning variances
- conditional use permits
- subdivision maps

(These decisions can be appealed to City Council)

Recommendations to the City Council on:

- general plan amendments
- changes to the zoning ordinance
- CEQA process
- historic preservation
- design review
- planned unit developments/specific plans

Members: 7 members, appointed by the City Council.

Meetings: Regular meetings are 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month at 7:30pm, Council Chambers, City Hall, 777 B Street. Work sessions are held the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays in Room 2A, also in City Hall.

Staff Contact: Richard Patenuade, Acting Planning Manager, (510) 583-4213

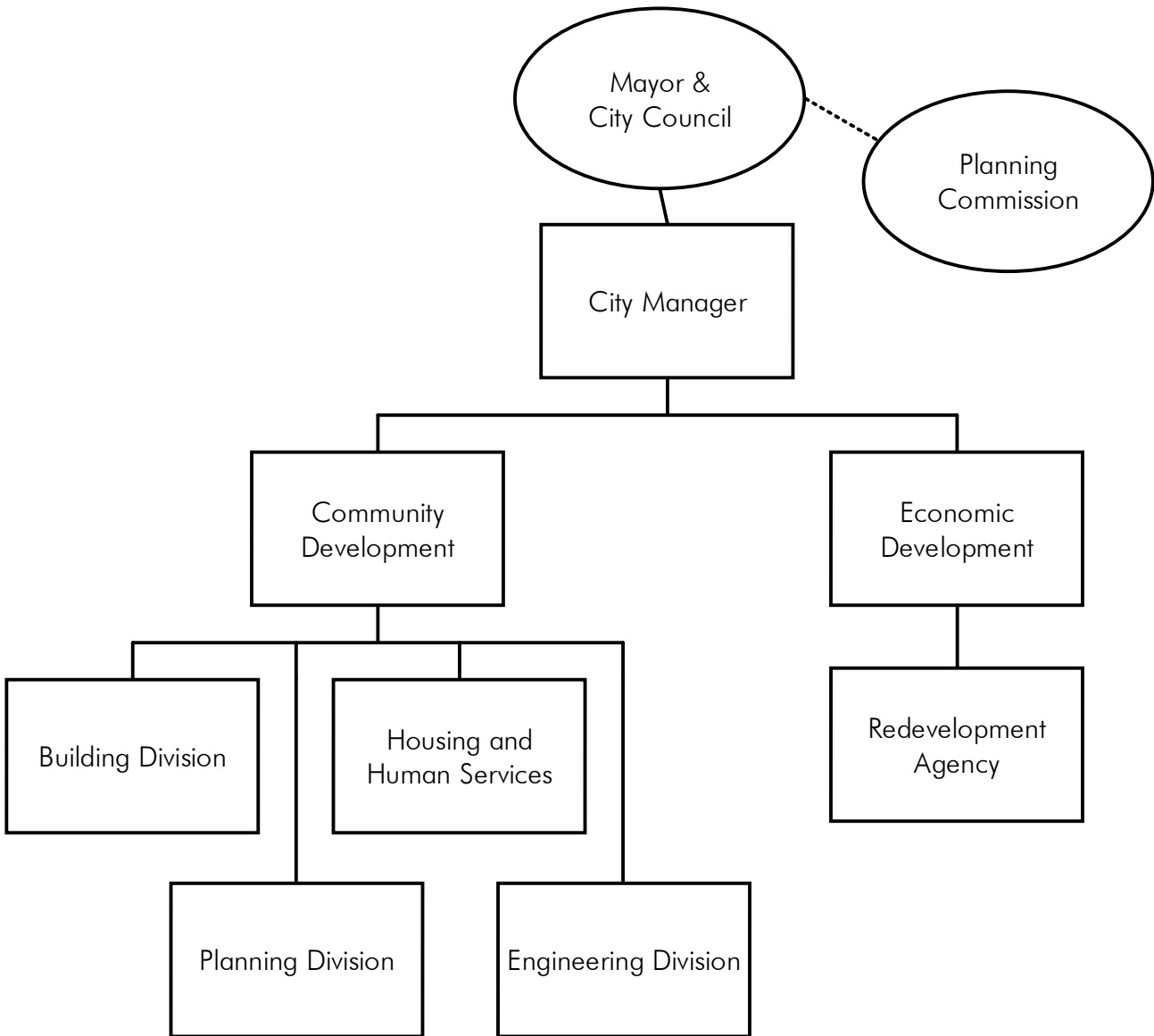
### Redevelopment Agency

Jurisdiction: Hayward has 1 Redevelopment Project Area, totaling 1,300 acres. This represents 5% of the land area of the City.

Project Areas: *Downtown Hayward Redevelopment Project Area* – Includes the downtown, part of the Santa Clara and all the Burbank neighborhoods and the Mission Boulevard corridor.

Staff Contact: Maret Bartlet, Redevelopment Director, (510) 583-3650

City of Livermore  
Development Decision-Making Bodies and City Agencies



Note: City Council and Redevelopment Agency are the same body.

## **Livermore**

---

Structure: Council-Manager

Mayor: 2-year term, elected at-large. Serves as the 5<sup>th</sup> City Council member.

Council: 5 members, 4-year term, elected at-large.

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month at 7 pm, City Council Chambers, 3575 Pacific Avenue.

City Manager: Appointed by the City Council.

### Planning Commission

Power: Approval or denial of:

- zoning variances
- subdivision maps

Recommendations to the City Council on:

- general plan amendments
- CEQA process

Members: 5 members, appointed by the City Council for 4-year terms.

Meetings: 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 7:30 pm, City Council Chambers, 3575 Pacific Avenue.

Staff Contact: Eric Brown, (925) 960-4450.

### Redevelopment Agency

Jurisdictions: Livermore has 1 redevelopment project area, totaling 305 acres. This represents less than 2% of the land area in the city.

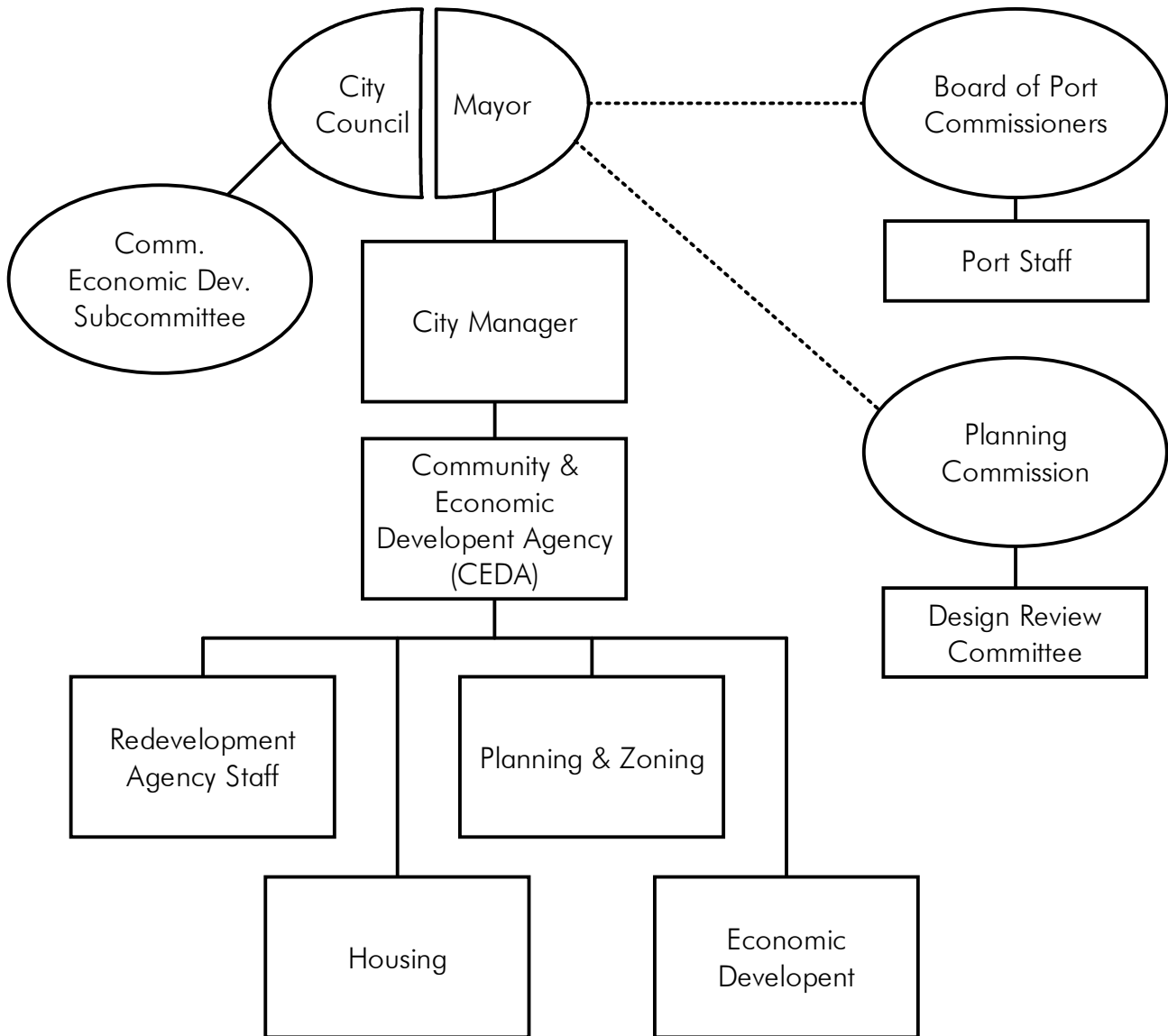
Project Areas:

- *Downtown Livermore Project Area* – Bounded by Chestnut St. to the north, 4<sup>th</sup> St. to the south, Stanley to the west, and Gardella to the east.

Staff Contact: Kevin Roberts, (925) 960-4140.

Notes: Livermore has a Redevelopment Area Commission who advises the Redevelopment Agency on redevelopment plans for downtown Livermore.

## City of Oakland Development Decision-Making Bodies and City Agencies



- Note:
- 1) City Council and Redevelopment Agency Board are the same body
  - 2) Mayor hires and fires City Manager
  - 3) Mayor appoints Board of Port Commissioners & Planning Commission

## Oakland

---

Structure: Mayor-Council

Mayor: Elected to 4 year term. Appoints City Manager, subject to confirmation by the Council.

Council: 8 Council Members. 7 elected by district, 1 elected at-large. Mayor serves as tie-breaking vote, but is not required to regularly attend council meetings.

City Manager: Appointed by the Mayor. Serves at the pleasure of the mayor.

Meetings: 1st, 3<sup>rd</sup>, and 5<sup>th</sup> Tuesdays of each month, 7:00 pm, Council Chambers, 1 Frank Ogawa Plaza.

### Planning Commission

Power: Approval or denial of:

- zoning variances
  - conditional use permits
  - planned unit development designation
  - subdivision maps
- (These decisions can be appealed to City Council)

Recommendations to the City Council on:

- general plan amendments
- changes to the zoning ordinance
- CEQA approvals
- design review (subcommittee)

Members: 7 members, appointed by the Mayor to 3-year terms, subject to confirmation by the City Council.

Meetings: Twice a month on Wednesdays, 6:30pm, Hearing Room 1, City Hall.

Staff Contact: Claudia Cappio, Planning Director, (510) 238-2229.

### Redevelopment Agency

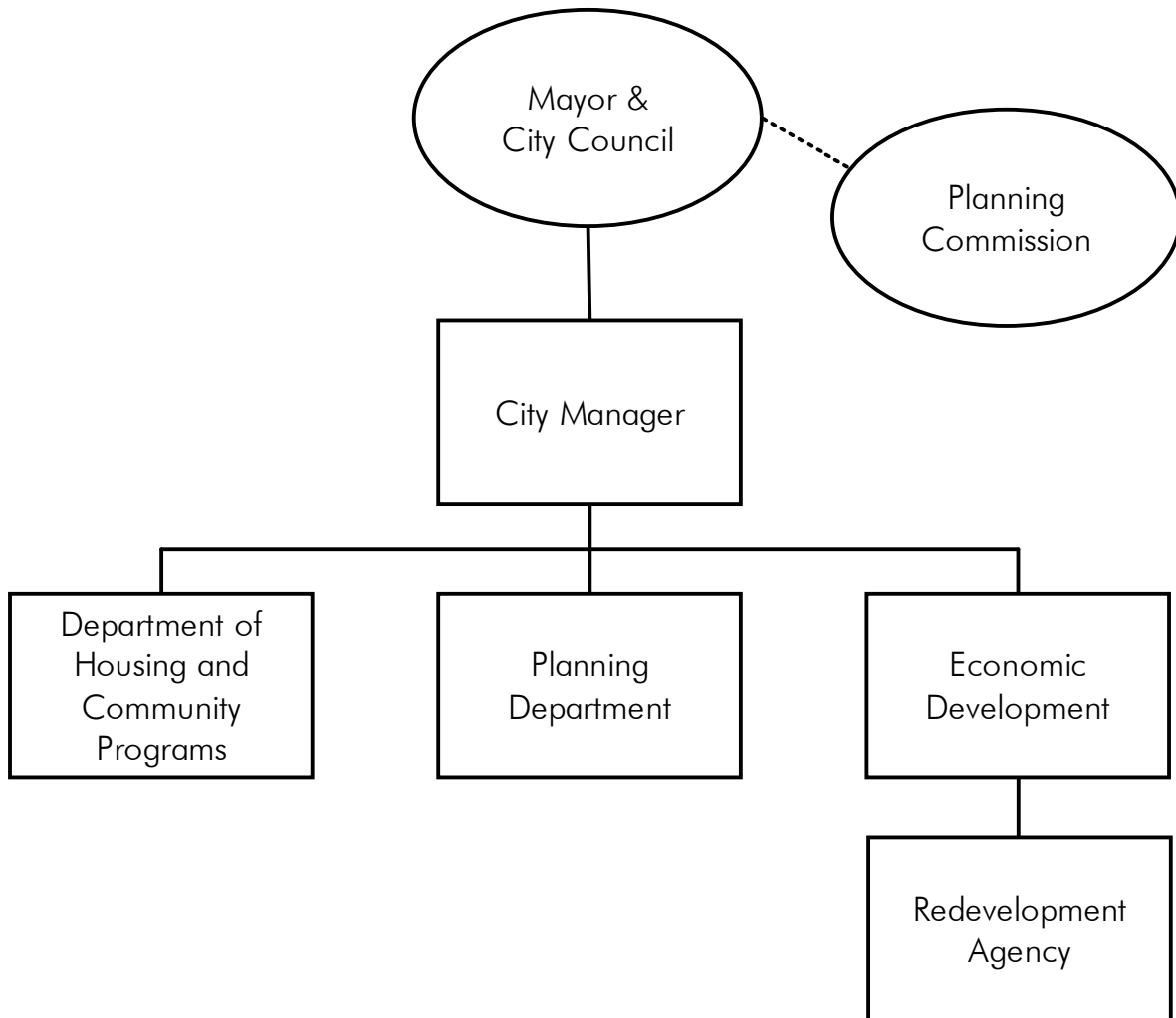
Jurisdiction: Oakland has 9 Redevelopment Project Areas, totaling 13,000 acres (about 37% of the city's total area).

Project Areas: In summary, the total area under Redevelopment Agency authority includes

- 1) the downtown area from Jack London Square to I-580
- 2) West Oakland (including the former Army Base)
- 3) all waterfront land, from Lake Merritt to the Oakland-San Leandro border and varying in width one to four miles inland.
- 4) two small sites in north and southeast Oakland, respectively.

Staff Contact: Dan Vanderprien, Redevelopment Director, (510) 637-0241.

# City of Pittsburgh Development Decision-Making Bodies and City Agencies



Note: City Council and Redevelopment Agency are the same body.

---

## Pittsburg

---

Structure: Council-Manager

Mayor: 1-year term, selected from among the City Council members.

Council: 5 members including mayor, 4-year term, elected-at-large every November.

Meetings: 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month at 7 pm, City Council Chambers, Pittsburg Civic Center, 65 Civic Avenue.

City Manager: Appointed by the City Council.

### Planning Commission

Power: Approval or denial of:

- conditional use permits
- subdivision review
- design review
- planned unit developments

Recommendations to the City Council on:

- zoning variances
- general plan amendments
- changes to the zoning ordinance
- changes to subdivision ordinance
- CEQA process

Members: 7 members, 4-year terms, appointed by the City Council.

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month at 7 pm, City Council Chambers.

Staff Contact: Melissa Ayres, (925) 252-4920.

### Redevelopment Agency of the City of Pittsburg

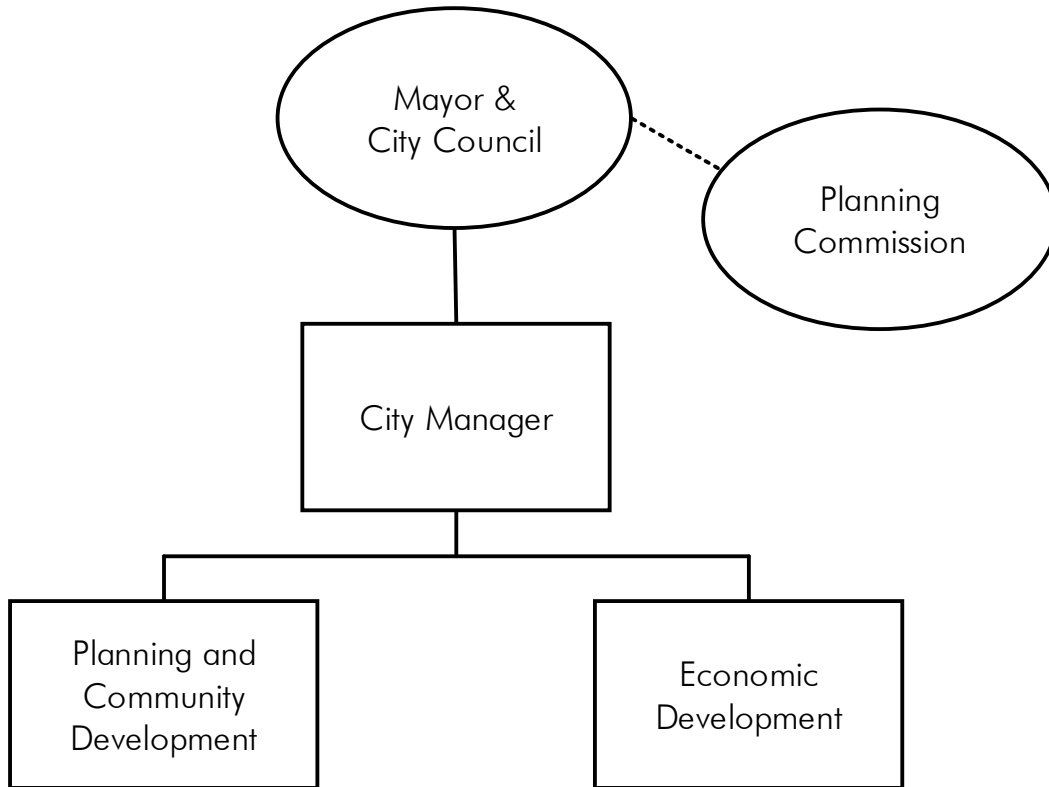
Jurisdictions: Pittsburg has 1 redevelopment project area, totaling 7,306 acres. This represents more than 73% of the land area in the city.

Project Areas:

- *Los Medanos Project Area* – The project area borders State Highway 4.

Staff Contact: Garrett Evans, Director, (925) 252-4180.

City of Pleasanton  
Development Decision-Making Bodies and City Agencies



Note: City Council and Redevelopment Agency are the same body.

## **Pleasanton**

---

Structure: Mayor-Council

Mayor: Two-year term, elected at large. Serves as 5<sup>th</sup> City Council member.

Council: 5 members, four-year term, elected at large in even years.

Meetings: 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 7 pm, City Hall Council Chamber, 200 Old Bernal Avenue.

City Manager: Appointed by City Council.

### Planning Commission

Power: Approval or denial of:

- zoning variances
- design review
- subdivision maps
- conditional use permits

Recommendations to the City Council on:

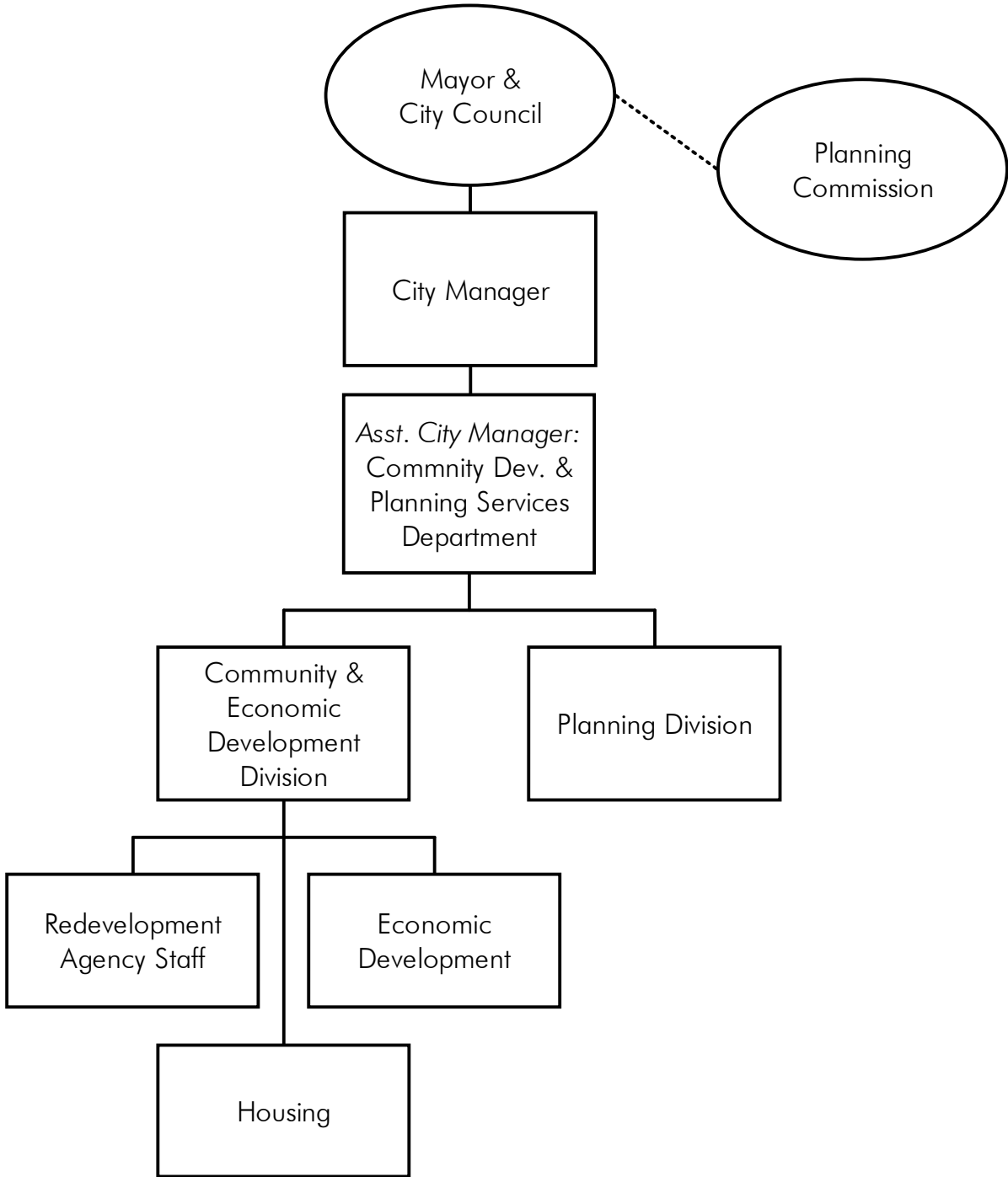
- conditional use permits
- changes to the zoning ordinance
- changes to subdivision ordinance
- general plan amendments

Members: 5 members (1 alternate), appointed by the City Council for a maximum of two 4-year terms.

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month at 7 pm, City Council Chambers, 200 Old Bernal Avenue.

Staff Contact: Jerry Iserson, Director of Planning and Community Development, (925) 931-5600.

City of Richmond  
 Development Decision-Making Bodies and City Agencies



Note: City Council and Redevelopment Agency Board are the same body.

## **Richmond**

---

Structure: Council-Manager

Mayor: Elected for a term of 4 years; serves as 9<sup>th</sup> council member. Has limited additional powers.

Council: Mayor and 8 members, elected at large to alternating 4-year terms.

Meetings: Tuesday evenings at 7:00 pm in City Council Chambers, 2600 Barrett Avenue.

City Manager: Appointed by the City Council. Serves at the pleasure of the City Council.

### Planning Commission

Power: Approval or denial of:

- zoning variances
  - conditional use permits
  - subdivision maps
- (These decisions can be appealed to City Council)

Recommendations to the City Council on:

- general plan amendments
- changes to the zoning ordinance
- CEQA approvals
- planned unit developments

Members: 9 members, appointed by the City Council. 5 year terms.

Meetings: 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month at 7:30 pm in City Council Chambers, 2600 Barrett Avenue.

Staff Contact: Ikuan Choi, (510) 620-6706.

### Redevelopment Agency

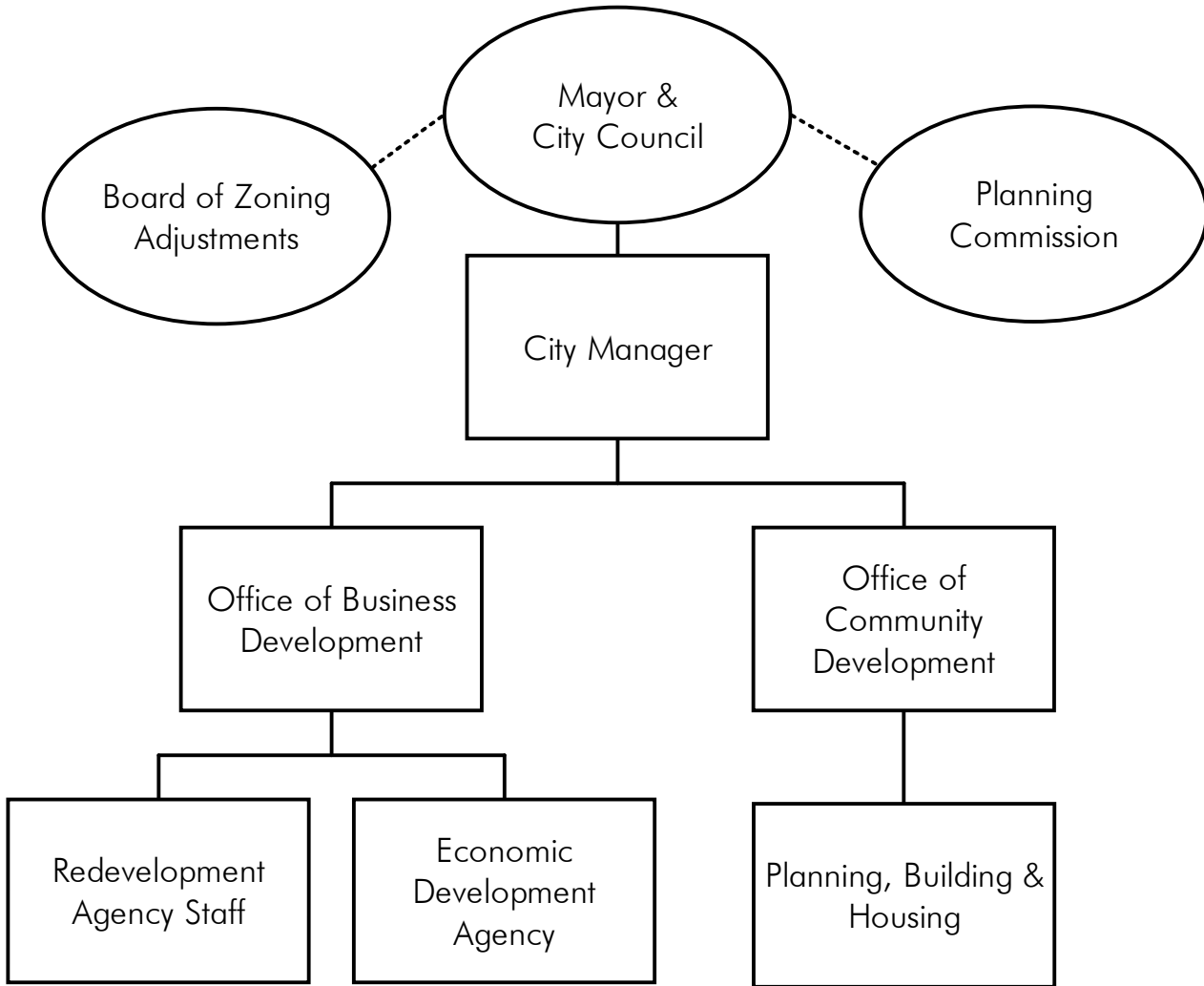
Jurisdiction: Richmond has 2 Redevelopment Project Areas, totaling 1,000 acres (about 8% of the city's total area).

Project Areas:

- *Merged Project Area.*
- *Pilot Project Area*

Staff Contact: Alan Wolken, Redevelopment Division Director, (510) 307-8134.

City of San Leandro  
Development Decision-Making Bodies and City Agencies



Note: City Council and Redevelopment Agency Board are the same body.

## **San Leandro**

---

Structure: Mayor-Council-Manager

Mayor: Elected for a term of 4 years; serves as 7<sup>th</sup> council member. Has limited additional powers.

Council: Mayor and 6 members nominated by district but elected at large.

Meetings: 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month at 7:00 pm in City Council Chambers, 835 East 14<sup>th</sup> Street.

City Manager: Appointed by the City Council. Serves at the pleasure of the City Council.

### Planning Commission

Power: Recommendations to the City Council on:

- general plan amendments
- planned unit developments
- subdivision of land
- changes to the zoning code
- general development issues.

Members: 7 members, appointed by the City Council. 4 year terms.

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month at 7:00 pm in City Council Chambers, 835 East 14<sup>th</sup> Street.

Staff Contact: Debbie Pollart, Planning Manager, (510) 577-3327

### Board of Zoning Adjustments

Power: Approval or denial of:

- zoning variances
  - conditional use permits
- (Both of these decisions can be appealed to City Council)

Recommendations to the City Council on:

- planned unit developments

Recommendations to the Planning Commission on:

- changes to the zoning code

Members: 7 members, appointed by the City Council. 4 year terms.

Meetings: 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month at 7:00 pm in City Council Chambers, 835 East 14<sup>th</sup> Street.

Staff Contact: Hanson Hom, Community Development Director, (510) 577-3421

### Redevelopment Agency

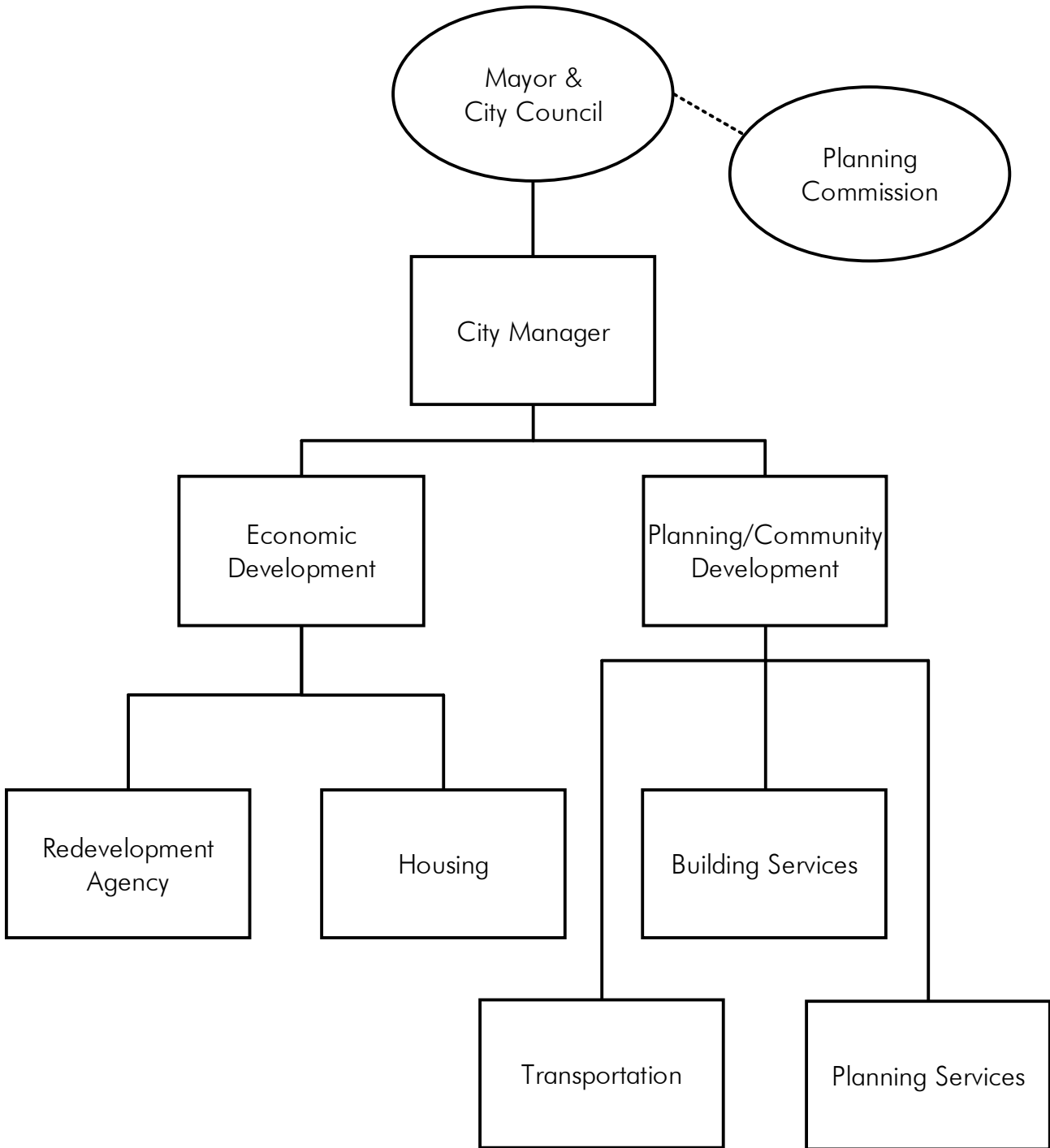
Jurisdiction: San Leandro has 3 Redevelopment Project Areas, totaling 4,200 acres. This represents 50% percentage of the land area of the City.

Project Areas:

- *Plaza Project Area* – Focused around downtown San Leandro.
- *City of San Leandro/Alameda County Joint Project Area* – Most of E. 14th Street plus an area to the south of Marina Boulevard and the Lewelling/Hesperian area.
- *West San Leandro/MacArthur Project Area* - Most of the industrial area of the city west of Highway 880.

Staff Contact: Luke Sims, Business Development Director, (510) 577-3320.

City of San Ramon  
Development Decision-Making Bodies and City Agencies



Note: City Council and Redevelopment Agency board are the same body.

## **San Ramon**

---

Structure: Council-Manager

Mayor: Two-year term, elected at-large.

Council: 5 members including the mayor, 4-year terms, elected at-large in odd years, elections are staggered.

Meetings: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 7 pm, City Hall Chambers, 2222 Camino Ramon.

City Manager: Appointed by the City Council.

### Planning Commission

Power: Approval or denial of:

- zoning variances
- Land use permits
- Development plans
- Subdivision review

Recommendations to the City Council on:

- general plan amendments
- zoning ordinance amendments
- Specific plans
- Development agreements
- CEQA process

Members: 5 members, appointed by the City Council for 4-year terms.

Meetings: 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month at 7 pm, City Council Chamber, 2222 Camino Ramon.

Staff Contact: Phil Wong, Community Development Department Director, (925)973-2565.

### Redevelopment Agency

Jurisdictions: San Ramon has 1 redevelopment project area, totaling 605 acres. This represents approximately 9% of land area in the city.

Project Areas:

- *Alcosta/Crow Canyon Project Area* – Bounded by the Danville city limit line, I-680, Crow Canyon Blvd., and the San Ramon city limit line

Staff Contact: Marc Fontes, Deputy Executive Director, (925) 973-2578.

## **Glossary of Development Terms**

---

### Area Plan

A plan that sets forth the basic development vision and standards for a particular area within a city. It has the same requirements and legal status as a general plan.

### CEQA approvals

CEQA, the California Environmental Quality Act, requires that any local government activity which has the potential to significantly impact the environment must be scrutinized in a public process. It also requires that negative impacts be mitigated as much as possible. "Activities" under CEQA include the approval of development projects, the amendment or revision of the general plan, the issuance of conditional use permits and the approval of subdivision maps. The completion of the CEQA process must be certified by a city's legislative body.

### Conditional Use Permit

A zoning tool that allows a local government the ability to permit specific uses only if a developer meets certain conditions. CUPs are typically required for selling liquor or building a hotel in a commercial area. Conditional use permit approvals are quasi-judicial acts.

### Development Agreement (DA)

A contract between a developer and a city that freezes land use and other regulations for a developer (over a negotiated period of time) and allows a city to gain concessions from the developer. The developer gains by having more certainty for a project that may take many years to complete and a city can gain by achieving development standards or exactions that would not otherwise be allowed under law. Development agreement approvals are legislative acts.

### Disposition and Development Agreement (DDA)

This is simply a Development Agreement (DA) between a developer and redevelopment agency that also involves the transfer of land from the agency to the developer. Even if both parties are not seeking the benefits of a DA, State law requires an agency to adopt a DDA whenever a land transfer is involved. DDA approvals by redevelopment agencies are legislative acts, but they are not subject to referendum.

### Final Development Plan

A Final Development Plan is required for each phase of any project that has been entitled with a Preliminary Development Plan (see definition). FDPs provide a more refined and specific design for each building or site.

### General Plan

A State-required plan that every city council must adopt (roughly every 10 to 15 years) that sets forth objectives, principles, standards, and maps for the future physical development of their city. A general plan consists of several "elements," including land use, housing and transportation. For development purposes, the land use element creates overall constraints and limitations on what can go where and how much. Adopting a general plan is a legislative act and takes significant resources, including a CEQA process, many public hearings and lots of staff time.

### General Plan amendment

A change or addition to a city's general plan, typically to accommodate a specific development project. General plan amendments can only be approved four times a year and their approval is a legislative act.

### Owner Participation Agreement (OPA)

This is simply a development agreement (DA) between a developer and a redevelopment agency where the agency does not own the land. An OPA is required if an agency provides any kind of negotiated assistance to or concession from a developer. OPA approvals are legislative acts, but are not subject to referendum.

### Planned Unit Development (PUD)

PUDs have different meanings in different cities. In some cities, such as Emeryville, a PUD is a special zone that allows a developer flexibility in meeting the development standards and overall goals of the zoning ordinance. For example, in a PUD a developer could build higher than allowed in one place in exchange for building lower in another. In other cities, such as Oakland, a Planned Unit Development refers to a project that will be built and entitled in phases.

### Preliminary Development Plan

A Preliminary Development Plan is often required when a developer is applying for Planned Unit Development designation or for a phased project. It sets out a basic site plan, including maximum building envelopes, development standards, public improvements and project phasing. They go hand in hand with Final Development Plans (see definition of).

### Redevelopment Project Area Plan amendment

The State requires all redevelopment areas (officially called “project areas”) to be governed by an overall plan created at the date of establishment and followed until the project area expires. Like a general plan, all development in the project area must be in conformance with the redevelopment plan. For this reason, if a proposed project does not conform to the plan, the developer must apply for a redevelopment plan amendment. Redevelopment plan amendments are legislative acts.

### Referendum

A voter challenge to legislative action taken by a city council or county board of supervisors. If enough voters' signatures are filed before the legislative action becomes final, the council or board must either rescind its decision or call an election on the issue. The California Constitution guarantees the public's power of referendum.

### Subdivision map

When a developer seeks to subdivide a parcel of land, he or she must submit a map which shows the new property line boundaries. Under California’s Subdivision Map Act, local governments are allowed to regulate the design and improvements of the proposed developments in exchange for their approval of the new subdivision map. Subdivision map approvals are quasi-judicial decisions, though city councils sometimes reserve approval authority for themselves.

### Zone change

A change in the land use district or “zone” assigned to a particular parcel or area in a city. For example, if a developer wants to build housing on land that is currently zoned for industrial use, the developer would have to apply for a zone change. A zone change is a legislative act.

### Zoning Ordinance and Map

The zoning ordinance is a set of regulations that restrict what landowners can do with their property, depending on which “zone” the property is assigned. Every piece of property must be assigned a zoning classification, and the ordinance must spell out the acceptable uses and development standards for each zone. The zoning map is an official record of the zone classification of each area and parcel within a city.

### Zoning Variance

A limited exemption from the requirements of the zoning ordinance. Variances are designed to exempt property owners from zoning regulations that put their specific parcel of land at a relative disadvantage to other parcels in the same zone. The classic example is a piece of property with an unmovable boulder which would require an owner to build closer to the street than normally allowed in the property’s zone. Variance approvals are quasi-judicial acts.