



REPORT TO MAYOR AND COUNCIL

NO: ____

**Draft for: Planning Commission Review -
May 12, 2008**

**Bicycle and Pedestrian Commission
Review - May 15, 2008**

Council Meeting: June 10, 2008

**SUBJECT: 2008-0481 - Adoption of Work Plan for Update of Land Use and
Transportation Element (Study Issue)**

REPORT IN BRIEF

The Land Use and Transportation Element (LUTE) was last updated in 1997. The proposed update of this document provides an opportunity to assess the current status of land use and transportation plans and policies, incorporate plans that have been adopted since 1997 and to review and revise as necessary the City's goals, policies and initiatives.

At the December 2006 Study Issue Workshop, Council identified the update of the LUTE as a multi-year study to be initiated in 2007 (See Attachment A, *Study Issue Paper*). Due to delay in the consideration of the approval of the Mary Avenue Extension project, the LUTE update was postponed until 2008. This report provides a Work Plan for City Council consideration, projecting completion of the revised LUTE in August 2010.

BACKGROUND

The linkage of long-range general planning to current decision-making is a powerful tool of local government. In Sunnyvale, the Planning and Management System (PAMS) structure provides the opportunity for this linkage to become meaningful by tying the General Plan goals, policies and action strategies to the budget process and the annual Study Issue process.

The General Plan is a set of long-term goals and policies that guide local government decisions. The LUTE is one of seven main functional elements of the Sunnyvale General Plan. Land use and transportation planning are significantly linked and provide the foundation for physical development of the community and have an affect on virtually all other elements of the General Plan. Decisions on the use of land determine the character of the community, its economic vitality, and the future demand for services.

LUTE 1997: Prior to 1997 the Land Use Element and the Transportation Element were separate documents in the Sunnyvale General Plan. When last

updated it was determined that the relationship between land use and transportation was so strong that the City would be better served to have one set of integrated goals and policies to better manage growth and development and to accomplish the community vision. The LUTE was the product of that integration.

Sunnyvale Community Vision: Since adoption of the 1997 LUTE, a number of decisions and changes have occurred in the City that require consideration when updating the LUTE. Of great significance was the adoption of the *Sunnyvale Community Vision – A Guiding Framework for General Planning* that was adopted in May 2007. The culmination of a six month citywide visioning process resulted in identification of community core values, a vision or desired future for the City and a list of fifteen citywide goals to assist in all general planning conducted for the City. The Community Vision is now considered one of the primary components of the General Plan and is incorporated into the PAMS guidelines for updating the General Plan. The ideas and concepts adopted in the *Sunnyvale Community Vision* will provide the framework from which all continuing and future General Plan goals, policies and action strategies are evaluated.

Major Land Use and Transportation Plans: Since the adoption of LUTE a number of major City land use decisions have been made including adoption of a revised *Downtown Specific Plan*, the *Moffett Park Specific Plan*, the update to the *Precise Plan for El Camino Real*, approval of the new 80-acre *East Sunnyvale Industrial to Residential* area and others. These and other plans require integration into the revised LUTE.

Many of the plans above included major transportation analysis and assumptions that require inclusion in the revised LUTE. Other major separate traffic and transportation studies completed since the adoption of the LUTE include the *County Expressway Study* (2003) – a thirty year traffic forecast and improvement plan for the County Expressway system which is being updated by the County in 2008; the *Sunnyvale Transportation Strategic Program* (2004) – a Citywide transportation modeling study that identified the capacity impacts of buildout of the General Plan and a funding strategy; the *Route 237 Corridor Study* (2004) – a joint VTA and City study that identified a pool of prioritized improvements on Route 237 between El Camino Real in Mountain View to Lawrence Expressway; the *Highway 85 Corridor Study* (2004) – a joint VTA and City study that identified improvements needed on Highway 85 between Route 237 and Highway 280.

Other relevant transportation studies completed since the last LUTE update include:

- Tasman/Fair Oaks Bicycle and Pedestrian Plan
- The Bicycle Plan
- The Pedestrian Safety and Opportunities Study
- The Bicycle Opportunities Study/Bike Capital Improvement Program
- VTA Measure A Revenue and Expenditure Plan
- Caltrain Strategic Plan

Mary Avenue Extension: Currently the City is in the process of reviewing the Environmental Impact Report (EIR) and plans for a *Mary Avenue Extension* flyover across HWY 237 and HWY 101 into the Moffett Park Specific Plan area. The Mary Avenue extension was first identified as a necessary transportation improvement in the City's 1972 General Plan in order to accommodate growth in the Moffett Park area. Since 1972 the extension has been an assumed improvement in all major land use studies and decisions (including the adoption of Futures Study in 1993; the Lockheed Site Master Use Permit in 1994; the current LUTE in 1997; the Downtown Specific Plan preparation and update in 1993 and 2003; and all major office developments [such as the Lockheed Site Master Use Permit, Yahoo!, Network Appliance, Juniper Networks, Ariba]. It has been a key factor in Moffett Park preceding the adoption of the Moffett Park Specific Plan in 2004, and the 237 Corridor Study. The Mary Avenue Extension was also assumed as an improvement in the Jay Paul Moffett Towers EIR. Technical analyses of the Mary Avenue Extension project have been conducted as part of several of these studies. The City is now in the process of deciding whether to move the Mary Avenue Extension from a planning proposition to a project to fund, design and construct.

All major transportation studies including the Tasman Light Rail studies in the 1980s, the County Expressway Study in 2003, and the Sunnyvale Transportation Strategic Program have assumed or identified the Mary Avenue Extension as a needed roadway capacity improvement to accomplish adopted General Plan levels of planned land use and traffic growth in the City and region.

Although some data gathering and community input for the LUTE can start, the LUTE document update and EIR cannot proceed in earnest until a decision on the Mary Avenue Extension occurs. Completion of the public review of the Mary Avenue Extension EIR and Council action are anticipated in October 2008. A change in policy that significantly modifies or eliminates the Mary Avenue Extension could require reconsideration of a number of major land use and transportation plans and programs adopted by the City in the last 15 years

and will certainly affect the direction of all future planning. The work plan for updating the LUTE assumes community outreach will commence in early summer 2008 with technical analysis and EIR preparation commencing in fall 2008.

Pending Studies: The City also has several pending studies that will affect land use and transportation policies. The Housing and Community Revitalization Sub-Element will be prepared this year and is expected to be completed by July 2009. Study issues regarding the future development intensity for the Perry Park business neighborhood as well as the Lawrence Station Transit Village study to explore the concept of a mixed use transit village are also underway and due for City Council review in 2009. The Parks of the Future Study is also in progress this year. The Housing and Economic Development Strategies of 2009 will also provide possible land use direction.

Global Warming: The need to document current levels of greenhouse gases (GHG) in the community and the need to plan for GHG reduction is the most significant trend in planning for sustainability. It is based on the recognition of global warming. Beyond the borders of the City, on an international level, scientists have identified global warming as a serious issue with significant risks. In 2006, California Assembly Bill (AB) 32 passed; it sets a greenhouse gas (GHG) emissions reduction goal for California and could potentially apply to local jurisdictions.

California cities have already started to use the measurement of their “carbon footprint” as a land use and transportation planning tool, and doing so is now required due to AB 32. The Governor also recently signed SB 97 that will require the Office of Planning and Research to develop and adopt California Environmental Quality Act (CEQA) Guidelines for the mitigation of GHG emissions or the effects of GHG emissions by January 2010. Although the City of Sunnyvale has recently reviewed GHG impacts from its own operations, in order to more fully address the global warming issue, the City may be required to measure and take other actions to reduce community-wide emissions as part of the LUTE EIR process. The LUTE update can be a tool for identifying the appropriate City role for addressing global warming with land use and transportation policies and programs.

Sustainability: The definition of sustainability has different meanings to various groups and agencies. Promoting environmental sustainability was an identified community goal in the 2007 *Sunnyvale Community Vision* and the community aspired to be a regional leader in environmental sustainability. Sunnyvale uses the definition of sustainability as the “practice of meeting the needs of the present without compromising the ability of future generations to meet their own needs.”

During update of the LUTE, staff plans to engage the Council and the community in discussions regarding the relationship of sustainability to future land use and transportation planning in order to determine if existing City policies and practices are adequate to conserve and preserve resources. If necessary, new land use and transportation goals and policies will be recommended that can help the City maintain a leadership position in regards to environmental sustainability and to have an affect on the current status of the environment locally, regionally and globally.

Public Health: The LUTE will also look at land use and transportation effects on public health such as the walkability of the community, availability of bicycle facilities, the available opportunities to provide open space in and near new development to allow for physical activity.

Revitalization of Downtown: Since adoption of the last LUTE a revised Downtown Specific Plan was adopted and implementation has begun. Block One that includes the three Mathilda Place office buildings and the Plaza del Sol began development in 2000. Block 18, the major retail core of the Plan, is currently under development with the Sunnyvale Town Center project, and proposals for the former Town and Country site are currently under consideration. Smaller infill residential and retail projects are also beginning to develop in the plan area. The major land use, density and transportation aspects of these projects were already considered in the Downtown Specific Plan; however, the LUTE assumptions for downtown development will incorporate the information about the recently built environment as well as the adopted assumptions for the remainder of the plan area.

EXISTING POLICY

Legislative Management Sub-Element 1999:

Action Statement A.1b: Monitor and assess community conditions on an on-going basis, and adjust long-range, mid-range and short-range plans to reflect the changing conditions.

Action Statement A.1c: Review and update each General Plan sub-element every 5-10 years.

Land Use and Transportation Element, 1997:

The complete list of current LUTE goals, policies and action statements is located in Attachment 1.

Community Engagement Sub-Element, 2007:

Goal A: Achieve a community in which all community members are well informed about local issues, city programs and services.

Goal B: Achieve a community in which all community members can be actively involved in shaping the quality of life and participate in local community and government activities.

Policy B.1: Provide opportunities for and encourage community involvement in the development and implementation of City and community policies, activities, programs and services.

DISCUSSION

Scope and Timeline

The Land Use and Transportation Element update will address the following areas:

- Reevaluate all current goals, policies, and action statements for success and appropriateness.
- Identify new trends related to land use and transportation.
- Anticipate changes in land use and transportation strategies to address sustainability and climate change issues.
- Evaluate future housing trends and needs.
- Consider Association of Bay Area Governments (ABAG) Regional Housing Needs Assessment for residential zoning and density adjustments.
- Look at economic market trends for various types of housing and other land uses.
- Evaluate existing and additional land use strategies.
- Evaluate opportunities for new Industrial to Residential (ITR) zoning areas and look at the balance between industrial and residential development needs in the City.
- Determine whether there is a need for evaluation of alternative land use and transportation strategies.
- Utilize the Sunnyvale Community Vision to develop new goals, policies and action strategies for a 20-year time horizon to 2030

This work plan represents the initial process for the completion of the LUTE update. Due to the complexity of the LUTE this update will require preparation and public review of an Environmental Impact Report. The EIR can not be prepared until a decision on the Mary Avenue Extension is adopted and a Draft

LUTE document is completed. This process will extend the total preparation time. Staff has prepared a work plan that assumes a 27-month preparation period prior to final Council adoption.

Process for Updating the Land Use and Transportation Element

In accordance with the PAMS guidelines for updating the General Plan, staff will follow a structured process for revision and review consisting of six phases:

1. Research & Analysis
2. Outreach
3. Planning and Documentation
4. EIR Preparation
5. Public Review
6. Adoption
7. Publication

The detailed timeline and task list for the update of the Land Use and Transportation Element is provided in Attachment B.

Community Participation: Community Participation is an integral part of the LUTE update and therefore selection of appropriate outreach strategies and techniques will be important. Goals, policies and action strategies from the recently adopted *Community Engagement Sub-Element* will be utilized to guide the outreach effort.

A significant component of community outreach was completed in 2007 when a citywide effort was culminated in adoption of the *Sunnyvale Community Vision*. Staff anticipates that remaining outreach efforts will be more focused on the relationship of land use and transportation in Sunnyvale on specific issues such as sustainability. Community participation opportunities may include:

- Targeted outreach to neighborhood associations, community groups, businesses and schools, (e.g. Sunnyvale Chamber of Commerce, Moffett Park Business Association).
- Facilitation of focused discussion workshops of stakeholders to address significant issues and future trends identified during the research and analysis phase.
- Workshops and hearings with the Planning Commission and Bicycle and Pedestrian Advisory Commission.
- Provide information and updates to other boards and commissions of LUTE progress.

- Planning Commission formal review and recommendation of the final draft document at a regularly scheduled Planning Commission meeting allowing for public comment.
- Distribution of the final draft document to a broad array of potentially affected individuals, organizations and the business community.

A detailed community Outreach Plan for the update of the Land Use and Transportation Element is provided in Attachment C.

Use of Technology: Since adoption of the 1997 LUTE the reliance and use of technology and the internet by the Sunnyvale community has changed and grown exponentially. Much more than in the past, the preparation process for the revised LUTE will rely on the use of technology to enhance the community outreach program. The use of technology to assist in achieving new land use and transportation planning will be considered.

Staff will also explore ways that new technology can be used to make the LUTE more accessible and interactive for the community after adoption. Staff will come back to the City Council with a proposal and budget for providing upgraded web design for the LUTE.

Staff Participation: Overall project management will be coordinated through the Community Development Department (CDD) for land use and the Department of Public Works (DPW) for transportation. Project management includes the coordination of research and analysis activities including work prepared by technical consultants and overall responsibility for the preparation of the LUTE document and EIR. CDD and DPW staff will assist with data collection activities, the identification of relevant issues, and review of the document. Staff will coordinate participation by and distribution to other government agencies as appropriate and will coordinate the public outreach program. Input and comment will be solicited from all Department Directors. (Sees Attachment D for *Roles and Responsibilities*)

FISCAL IMPACT

Funding will be required to prepare an Environmental Impact Report (EIR) for the LUTE. The EIR will include a section regarding the measurement of the City's carbon footprint and reduction of GHG as required by AB 32 and SB 37. Staff will return to Council for consideration of funding. Staff estimates that a standard cost for an EIR for the LUTE update could range from \$150,000 to \$250,000. Because the issue is so new, staff does not know at this time if the standard costs would cover the carbon footprint analysis. Staff can not complete the scoping process or request EIR consultant proposals until a complete outline of required technical analyses can be provided. The cost of an

EIR could vary significantly depending on the amount of technical analyses that is required particularly if major land use transportation plans require reconsideration after a decision on the Mary Avenue Extension in Fall 2008.

At this time it is planned that the LUTE update will be managed and coordinated in-house by the Planning Division and Transportation and Traffic Division. This approach is based on the premise that internal staff is most familiar with community conditions and the breadth of City policies and procedures to be coordinated in the update process. Staff is also familiar with community stakeholders and policy makers to be involved.

Currently there is a project identified in the budget for some General Plan updates (#825700 – Update of Mandated General Plan Sub-elements). These funds provide for periodic updating of mandated General Plan Sub-elements to ensure that they reflect current conditions. Project funds are for technical engineering and professional services and the printing of draft and final documents. There is currently an estimate of \$160,000 in the project budget, and it is currently being used in various amounts towards three Sub-element updates. In regards to the LUTE update, some of these funds will be utilized for outside consulting for document design, editing and graphics. If Council approves staff's forthcoming proposal and budget to make the LUTE more web-interactive, additional funds would be requested at that time. The required EIR will require separate funds as previously discussed.

If it is the direction of the Council to have the update process managed by staff but that the majority of the update work including outreach work be conducted by outside consultants, as was done with the preparation of the *Sunnyvale Community Vision* staff will return to Council for consideration of a proposal and budget to utilize additional outside consulting services. If this course is preferred, the budget for consultants would need to be brought back to Council soon in order to start outreach and data collection in accordance with the attached work plan schedule.

PUBLIC CONTACT

Public contact was made through posting of the City Council Agenda on the City's official notice bulletin board outside City Hall, in the Council Chambers lobby, in the Office of the City Clerk, at the Library, Senior Center, Community Center and Department of Public Safety; posting the agenda and report on the City's Web site; and making the report available at the Library and the Office of the City Clerk.

A study session was held with the Planning Commission on April 28, 2008 and a formal Planning Commission hearing will be held on May 12, 2008. A

hearing with the Bicycle and Pedestrian Planning Commission will be held on May 15, 2008.

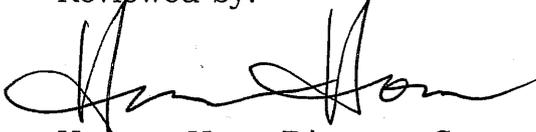
ALTERNATIVES

1. Adopt the Work Plan for update of the Land Use and Transportation Element as submitted and direct staff to return with separate budgets for advanced web design for an interactive LUTE and an EIR budget in fall 2008 with management and coordination of the LUTE to be done by staff.
2. Adopt the Work Plan with direction to provide a proposal and budget for an outside consultant to prepare the LUTE.
3. Adopt the Work Plan with other modifications.
4. Other action as determined by Council.

RECOMMENDATION

Staff recommends Alternative 1: Adopt the Work Plan for update of the Land Use and Transportation Element as submitted.

Reviewed by:



Hanson Hom, Director, Community Development Department
Prepared by Gerri Caruso, Principal Planner
Reviewed by: Trudi Ryan, Planning Officer

Reviewed by:



Marvin Rose, Director of Public Works
Reviewed by: Jack Witthaus, Traffic and Transportation Manager

Approved by:



for Amy Chan
City Manager

Attachments

- A. Study Issue Paper: "Update of the Land Use and Transportation Element"
- B. Existing LUTE Goals, Policies and Action Statements
- C. Work Plan for Update of the Land Use and Transportation Element
- D. Community Outreach Plan
- E. Roles and Responsibilities

Proposed New Council Study Issue

Number CDD-23
 Status Pending
 Calendar Year 2006
 New or Old New
 Title Land Use and Transportation Element Update
 Lead... Department Community Development
 Element or SubElement Land Use and Transportation Element

1. What are the key elements of the issue? What precipitated it?

The Sunnyvale General Plan consists of 22 documents organized as elements or sub-elements. Land Use and Transportation are two State mandated elements that Sunnyvale combines into one document. Land use and transportation have an affect on virtually all other elements of the General Plan. Decisions on the use of land determine the character of the community, its economic vitality, and future demands on services. Since the adoption of the element in 1997 there have modifications to the City's management of transportation improvements by adoption of the Transportation Strategic Program and Citywide Deficiency Plan. Policies on regional and transit improvements have also been prepared. There have also been significant land use plans adopted such as the Moffett Park Specific Plan and the Downtown Specific Plan. The City has also started practicing neighborhood conservation through tools such as the single-story combining district. None of these recent changes are captured in the existing document. There have also been significant budget changes that may effect how the City practices land use and transportation planning.

This study issue was deferred for 2005.

2. How does this relate to the General Plan or existing City Policy?

Legislative/Management:

Goal 7.3A: Assess community conditions and make appropriate changes to long-range, mid-range and short-range plans.

Action Statement 7.3A.1c: Review and update each General Plan subelement every 5-10 years.

3. Origin of issue

Council Member(s)
 General Plan Legislative/Management
 City Staff Planning staff
 Public

Board or Commission none

Board or Commission ranked this study issue ___ of ___

Board or Commission ranking comments

4. Multiple Year Project? Yes Planned Complete Date 2006

5. Estimated work hours for completion of the study issue (use 5 or 8-hour increments)

Community Development	500
Finance	20
Office of the City Attorney	50
Public Works	500
<hr/>	
Total Hours	1070

6. Expected participation involved in the study issue process?

Does Council need to approve a work plan? Yes

Does this issue require review by a Board/Commission? Yes

If so, which?

Bicycle and Pedestrian Advisory Committee; Planning Commission

Is a Council Study Session anticipated? Yes

What is the public participation process?

Outreach meetings and charrettes will be conducted with various groups of interests to gain input to the land use and transportation goals of the city.

7. Cost of Study

Operating Budget Program covering costs
242 - Community Planning & Traffic and Transportat

Project Budget covering costs

Budget modification \$ amount needed for study
\$85,000

Explain below what the additional funding will be used for

- \$75,000 for professional traffic services.
- \$10,000 for document design and printing costs.

8. Potential fiscal impact to implement recommendations in the Study approved by Council

Capital expenditure range Under \$500

Operating expenditure range Under \$500

New revenues/savings range Under \$500

Explain impact briefly

Long-term fiscal impacts cannot be estimated until completion of this major study due to the potential changes in important land use and transportation goals, policies and action statements.

9. Staff Recommendation for this calendar year

Recommendation Defer

If 'For Study' or 'Against Study', explain

Staff recommends deferral on this study due to staffing levels and other work that is already prioritized and pending, including additional significant land use planning activities currently in process (e.g. ITR study for industrial property between Duane and Stewart). Staff recommends that a conforming document reflective of all special studies and regulatory changes be prepared in the next 2-3 years. As an alternative, an update of land use and transportation data points could be performed as an interim informational measure. Staff does not believe that the products yielded would be an effective use of limited resources.

A special project is budgeted that reserves \$35,000 for this General Plan Element update in FY 2009/2010.

Note: If staff's recommendation is 'For Study' or 'Against Study', the Director should note the relative importance of this Study to other major projects that the department is currently working on or that are soon to begin, and the impact on existing services/priorities.

Reviewed by



Department Director

11/1/05
Date

Approved by



City Manager

12/6/05
Date

1.0 LAND USE AND TRANSPORTATION - GOALS AND POLICIES

THE CITY AS PART OF A REGION

GOAL R1: PROTECT AND SUSTAIN A HIGH QUALITY OF LIFE IN SUNNYVALE BY PARTICIPATING IN COORDINATED AND USE AND TRANSPORTATION PLANNING IN THE REGION.

Policy R1.1 Advocate the City's interests to regional agencies that make land use and transportation system decisions that affect Sunnyvale.

Policy R1.2 Support coordinated regional transportation system planning and improvements.

Policy R1.3 Promote integrated and coordinated local land use and transportation planning.

Action Statements

R1.3.1 Participate in intergovernmental activities related to regional and sub-regional land use and transportation planning in order to advance the City's interests.

R1.3.2 Promote shorter commute trips and ease congestion by advocating that all communities provide housing and employment opportunities.

R1.3.3 Monitor significant land use and transportation decisions pending in other communities to ensure that Sunnyvale is not adversely affected.

TRANSPORTATION

Policy R1.4 Achieve an operating level of service (LOS) "E" or better for all regional roadways and intersections, as defined by the City functional classification of the street system.

Policy R1.5 Maintain a functional classification of the street system that identifies Congestion Management Program roadways and intersections, as well as local roadways and intersections of regional significance.

Policy R1.6 Preserve the option of extending Mary Avenue to the industrial areas north of U.S Highway 101.

Policy R1.7 Contribute to efforts to minimize region-wide average trip length, and single-occupant vehicle trips.

Action Statements

R1.7.1 Locate higher intensity land uses and developments so that they have easy access to transit services.

R1.7.2 Support regional efforts which promote higher densities near major transit and travel facilities, without increasing the overall density of land usage.

R.1.7.3 Cooperate in efforts to study demand management initiatives including congestion-pricing, flexible schedules, gas taxes, and market-based programs.

Policy R1.8 Support statewide, regional, and sub-regional efforts that provide for an effective transportation system.

Action Statements

- R1.8.1 Endorse funding to provide transportation system improvements that facilitate regional and interregional travel.
- R1.8.2 Advocate the preservation of railroad lines for both commuter and freight transit.
- R1.8.3 Advocate improvements to state and county roadways serving Sunnyvale.
- R1.8.4 Support efforts to plan and implement effective inter-jurisdictional transportation facilities.

Policy R1.9 Support flexible and appropriate alternative transportation modes and transportation system management measures that reduce reliance on the automobile and serve changing regional and City-wide land use and transportation needs.

Action Statements

- R1.9.1 Support state and regional efforts to provide High Occupant Vehicle (HOV) lanes, ridesharing, mass transit service, bicycling, and Intelligent Transportation Systems.
- R1.9.2 Promote modes of travel and actions that reduce single occupant vehicle trips and trip lengths.

LAND USE
POLICIES

Policy R1.10 Support land use planning that complements the regional transportation system.

Action Statements

- R1.10.1 Encourage a variety of land use types and intensities on a regional level while maintaining and improving regional transportation service levels.
- R1.10.2 Support alternative transportation services, such as light rail, buses, and commuter rail, through appropriate land use planning.
- R1.10.3 Encourage mixed uses near transit centers.

Policy R1.11 Protect regional environmental resources through local land use practices.

Action Statements

- R1.11.1 Participate in state and regional activities to protect the natural environment.
- R1.11.2 Protect and preserve the dried wetland areas in the Baylands, which serve as either salt evaporation ponds or holding ponds for the wastewater treatment plant.

Policy R1.12 Protect the quality of life for residents and businesses in Sunnyvale by actively participating in discussions and decisions on potential uses of Moffett Federal Airfield.

Action Statements

- R1.12.1 Comprehensively review any proposed aviation services at Moffett that could increase aviation activity or noise exposure.
- R1.12.2 Encourage appropriate uses that best support business and residents' desire in Sunnyvale.
- R1.12.3 Pursue annexation of that portion of Moffett Federal Airfield within Sunnyvale's sphere of influence.

THE CITY GOALS AND POLICIES

COMMUNITY CHARACTER

GOAL C1: *PRESERVE AND ENHANCE AN ATTRACTIVE COMMUNITY, WITH A POSITIVE IMAGE AND A SENSE OF PLACE, THAT CONSISTS OF DISTINCTIVE NEIGHBORHOODS, POCKETS OF INTEREST, AND HUMAN-SCALE DEVELOPMENT.*

Policy C1.1 Recognize that the City is composed of residential, industrial and commercial neighborhoods, each with its own individual character; and allow change consistent with reinforcing positive neighborhood values.

Action Statements

- C1.1.1 Prepare and update land use and transportation policies, design guidelines, regulations and engineering specifications to reflect community and neighborhood values.
- C1.1.2 Promote and achieve compliance with land use and transportation standards.
- C1.1.3 Require appropriate buffers, edges and transition areas between dissimilar neighborhoods and land uses.
- C1.1.4 Require that commercial activities be conducted primarily within a building.

Policy C1.2 Encourage nodes of interest and activity, such as parks, public open spaces, well planned development, mixed use projects, and other desirable uses, locations and physical attractions.

Action Statements

- C1.2.1 Promote downtown as a unique place that is interesting and accessible to the whole City and the region.
- C1.2.2 Encourage development of diversified building forms and intensities.
- C1.2.3 Encourage development of multi-modal transportation centers.
- C1.2.4 Maintain public open space areas and require private open space to be maintained.

APPROPRIATE HOUSING

GOAL C2: *ENSURE OWNERSHIP AND RENTAL HOUSING OPTIONS IN TERMS OF STYLE, SIZE, AND DENSITY THAT ARE APPROPRIATE AND CONTRIBUTE POSITIVELY TO THE SURROUNDING AREA.*

Policy C2.1 Provide land use categories for and maintenance of a variety of residential densities to offer existing and future residents of all income levels, age groups and special needs sufficient opportunities and choices for locating in the community.

Action Statements

- C2.1.1 Ensure consistency with the City's Housing and Community Revitalization Sub-Element.
- C2.1.2 Permit and maintain a variety of residential densities; including:
 - ◆ Low density (0-7 dwelling units per net acre)
 - ◆ Low-Medium density (7-14 dwelling units per net acre)
 - ◆ Mobile home park (up to 12 mobile home dwelling units per net acre)
 - ◆ Medium density (14-27 dwelling units per net acre)
 - ◆ High density (27-45 dwelling units per net acre)
 - ◆ Very high density (45-65 dwelling units per net acre)
- C2.1.3 Promote the maintenance and rehabilitation of existing housing.
- C2.1.4 Support the transition of Industrial to Residential (ITR) areas as opportunities to increase housing variety and stock.
- C2.1.5 Study housing alternatives; including, co-housing, live-work spaces, and transitional housing options to serve a changing population.

Policy C2.2 Encourage the development of ownership housing to maintain a majority of housing in the city for ownership choice.

Policy C2.3 Maintain lower density residential development areas where feasible.

Action Statements

- C2.3.1 Study the potential rezoning of properties in the R-4 and R-5 zoning districts to other zoning districts.
- C2.3.2 Promote and preserve single-family detached housing where appropriate and in existing single-family neighborhoods.
- C2.3.3 Monitor the progress of the remediation efforts for Futures Site 5 (General Plan Category of ITR for Low Medium Density Residential) to determine if and when conversion to residential use is appropriate.

Policy C2.4 Determine appropriate density for housing based on site planning opportunities and proximity to services.

Action Statements

- C2.4.1 Locate higher density housing with easy access to transportation corridors, rail transit stations, bus transit corridor stops, commercial services, and jobs.
- C2.4.2 Locate lower density housing in proximity to existing lower density housing.

EFFICIENT TRANSPORTATION

GOAL C3: *ATTAIN A TRANSPORTATION SYSTEM THAT IS EFFECTIVE, SAFE, PLEASANT, AND CONVENIENT.*

Policy C3.1 Achieve an operating level-of-service (LOS) of "D" or better on the City-wide roadways and intersections, as defined by the functional classification of the street system.

Action Statements

- C3.1.1 Maintain and update a functional classification of the street system.
- C3.1.2 Monitor the operation and performance of the street system by establishing a routine data collection program and by conducting special data collection as the need arises.
- C3.1.3 Require roadway and signal improvements for development projects to minimize decline of existing levels of service.
- C3.1.4 Study and implement physical and operational improvements to optimize roadway and intersection capacities.
- C3.1.5 Promote the reduction of single occupant vehicle (SOV) trips, and encourage an increase in the share of trips taken by all other forms of travel.
- C3.1.6 Study the use of density, floor area limits, parking management, peak hour allocations, and other techniques to maintain or achieve acceptable levels of service on existing roadways.
- C3.1.7 Minimize the total number of vehicle miles traveled by Sunnyvale residents and commuters.

Policy C3.2 Integrate the use of land and the transportation system.

Action Statements

- C3.2.1 Allow land uses that can be supported by the planned transportation system.
- C3.2.2 Minimize driveway curb cuts, and require coordinated access when appropriate.
- C3.2.3 Encourage mixed use developments that provide pedestrian scale and transit oriented services and amenities.
- C3.2.4 Continue to evaluate transportation impacts from land use proposals at a neighborhood and City-wide level.
- C3.2.5 Study potential transit station mixed use development.

Policy C3.3 Optimize city traffic signal system performance.

Action Statements

- C3.3.1 Maintain the signal system and respond quickly to signal breakdowns.
- C3.3.2 Monitor traffic signal control performance.
- C3.3.3 Interconnect groups of traffic signals where practicable.
- C3.3.4 Make appropriate hardware and software improvements to traffic signals.
- C3.3.5 Make the traffic signal system responsive to all users, including bicyclists and pedestrians.
- C3.3.6 Install and remove signals when warranted and establish an implementation schedule.

Policy C3.4 Maintain roadways and traffic control devices in good operating condition.

Action Statements

- C3.4.1 Inventory and monitor roadway conditions and implement a regular program of pavement maintenance.
- C3.4.2 Install permanent and painted pavement markings.
- C3.4.3 Implement programs for repair of roadbeds, barriers, and lighting.
- C3.4.4 Respond quickly to sign damages and losses.
- C3.4.5 Develop and implement a program for long term transportation infrastructure replacement.

- C3.4.6 Manage on-street parking to assure safe, efficient traffic flow.
- C3.4.7 Conduct periodic analyses of roadway facilities and collision data in order to assure traffic safety.

Policy C3.5 Support a variety of transportation modes.

Action Statements

- C3.5.1 Promote alternate modes of travel to the automobile.
- C3.5.2 Require sidewalk installation in subdivisions of land and in new, reconstructed or expanded development.
- C3.5.3 Support land uses that increase the likelihood of travel mode split.
- C3.5.4 Maximize the provision of bicycle and pedestrian facilities.
- C3.5.5 Implement the City of Sunnyvale Bicycle Plan.
- C3.5.6 Support an efficient and effective paratransit service and transportation facilities for people with special transportation needs.
- C3.5.7 Ensure safe and efficient pedestrian and bicycle connections to neighborhood transit stops.
- C3.5.8 Work to improve bus service within the City, including linkages to rail.

Policy C3.6 Minimize expansion of the current roadway system, while maximizing opportunities for alternative transportation systems and related programs.

Action Statements

- C3.6.1 Develop clear, safe, and convenient linkages between all modes of travel; including, access to transit stations and stops, and connections between work, home, and commercial sites.
- C3.6.2 Promote public and private transportation demand management.

Policy C3.7 Pursue local, state and federal transportation funding sources to finance City transportation capital improvement projects consistent with City priorities.

Action Statements

- C3.7.1 Develop alternatives and recommendations for funding mechanisms to finance the planned transportation system.
- C3.7.2 Develop a funding mechanism where new and existing land uses equitably participate in transportation system improvements.

STRONG ECONOMY

GOAL C4: *SUSTAIN A STRONG LOCAL ECONOMY THAT CONTRIBUTES FISCAL SUPPORT FOR DESIRED CITY SERVICES AND PROVIDES A MIX OF JOBS AND COMMERCIAL OPPORTUNITIES.*

Policy C4.1 Maintain a diversity of commercial enterprises and industrial uses to sustain and bolster the local economy.

Action Statements

- C4.1.1 Permit a variety of commercial and industrial uses, including:
 - ◆ *Neighborhood Shopping*

- ◆ *General Business*
- ◆ *Central Business*
- ◆ *Office*
- ◆ *Industrial/Research and Development*

- C4.1.2 Encourage businesses that provide a range of job opportunities.
- C4.1.3 Promote commercial uses that respond to the current and future retail service needs of the community.
- C4.1.4 Create a strong, identifiable central business district that provides regional and Citywide shopping opportunities.
- C4.1.5 Study the feasibility of requiring residential developments to incorporate telecommuting infrastructure.

Policy C4.2 Balance land use and transportation system carrying capacity necessary to support a vital and robust local economy.

Action Statements

- C4.2.1 Permit industrial FARs up to 35% (and allow warehouse FARs up to 50%), and permit higher FARs in the Futures intensification areas.
- C4.2.2 Study criteria to allow industrial FARs up to 45% by Use Permit in 35% zones, considering at a minimum including:
- ◆ the effect of the project on the regional or City-wide roadway system (e.g. strategies for reducing travel demand, proximity to transit centers, peak hour traffic generation)
 - ◆ minimum development size
 - ◆ redevelopment and/or lot consolidation
 - ◆ that the project is intended primarily for a single user or has common/shared management
 - ◆ mitigation of housing impacts
 - ◆ the development will result in an overall positive community benefit
- C4.2.3 Develop incentive programs to reduce parking demand, support alternative transportation, and reduce peak period traffic.

Policy C4.3 Consider the needs of business as well as residents when making land use and transportation decisions.

Policy C4.4 Encourage sustainable industries that emphasize resource efficiency, environmental responsibility, and the prevention of pollution and waste.

THE NEIGHBORHOODS

GOAL N1: *PRESERVE AND ENHANCE THE QUALITY CHARACTER OF SUNNYVALE'S INDUSTRIAL, COMMERCIAL, AND RESIDENTIAL NEIGHBORHOODS BY PROMOTING LAND USE PATTERNS AND RELATED TRANSPORTATION OPPORTUNITIES THAT ARE SUPPORTIVE OF THE NEIGHBORHOOD CONCEPT.*

Policy N1.1 Protect the integrity of the City's neighborhoods; whether residential, industrial or commercial.

Action Statements

- N1.1.1 Limit the intrusion of incompatible uses and inappropriate development into city neighborhoods.
- N1.1.2 Foster the establishment of neighborhood associations throughout Sunnyvale to facilitate community building.
- N1.1.3 Use density to transition between land use, and to buffer between sensitive uses and less compatible uses.
- N1.1.4 Anticipate and avoid whenever practical the incompatibility that can arise between dissimilar uses.
- N1.1.5 Establish and monitor standards for community appearance and property maintenance.

Policy N1.2 Require new development to be compatible with the neighborhood, adjacent land uses, and the transportation system.

Action Statements

- N1.2.1 Integrate new development and redevelopment into existing neighborhoods.
- N1.2.2 Utilize adopted City design guidelines to achieve compatible architecture and scale for renovation and new development in Sunnyvale's neighborhoods.
- N1.2.3 Develop specific area plans to guide change in neighborhoods that need special attention.

Policy N1.3 Support a full spectrum of conveniently located commercial, public, and quasi-public uses that add to the positive image of the City.

Action Statements

- N1.3.1 Review development proposals for compatibility within neighborhoods.
- N1.3.2 Study the adequacy/deficiency of bicycle and pedestrian access and circulation within neighborhoods.
- N1.3.3 Design streets, pedestrian paths, and bicycle paths to link neighborhoods with services.

RESIDENTIAL

Policy N1.4 Preserve and enhance the high quality character of residential neighborhoods.

Action Statements

- N1.4.1 Require infill development to complement the character of the residential neighborhood.
- N1.4.2 Site higher density residential development in areas to provide transitions between dissimilar neighborhoods and where impacts on adjacent land uses and the transportation system are minimal.
- N1.4.3 Encourage and support home businesses that accommodate changing technologies and lifestyles, while remaining secondary to the nature of the residential neighborhood.
- N1.4.4 Promote small-scale, well-designed, pedestrian-friendly spaces within neighborhoods to establish safe and attractive gathering areas.
- N1.4.5 Require amenities with new development that serve the needs of residents.

Policy N1.5 Support a roadway system that protects internal residential areas from City-wide and regional traffic.

Action Statements

- N1.5.1 Have internal residential neighborhood streets adequately serve traffic that is oriented to that neighborhood.
- N1.5.2 Utilize the City's residential neighborhood "Traffic Calming" techniques to address specific neighborhood traffic concerns.
- N1.5.3 Discourage non-neighborhood traffic from using residential neighborhood streets by accommodating traffic demand on city-wide and regional streets.
- N1.5.4 Coordinate with adjacent communities to reduce and minimize commute traffic through Sunnyvale's residential neighborhoods.

INDUSTRIAL/RESEARCH AND DEVELOPMENT

- Policy N1.6 Safeguard industry's ability to operate effectively, by limiting the establishment of incompatible uses in industrial areas.*
- Policy N1.7 Support the location of convenient retail and commercial services (e.g., restaurants and hotels) in industrial areas to support businesses, their customers and their employees.*
- Policy N1.8 Cluster high intensity industrial uses in areas with easy access to transportation corridors.*

Action Statements

- N1.8.1 Require high quality site, landscaping, and building design for higher intensity industrial development.
- Policy N1.9 Allow industrial, residential, commercial, and office uses in the Industrial to Residential (ITR) Futures sites (Sites 4a, 4b, 6a, 6b, 7, 8, and 10).*

COMMERCIAL/OFFICE

- Policy N1.10 Provide appropriate site access to commercial and office uses while preserving available road capacity.*

Action Statements

- N1.10.1 Locate commercial uses where traffic can be accommodated, especially during peak periods (e.g., lunch time and commute times).
- N1.10.2 Encourage commercial enterprises and offices to provide support facilities for bicycles and pedestrians.
- Policy N1.11 Recognize El Camino Real as a primary retail corridor with a mix of uses.*

Action Statements

- N1.11.1 Use the Precise Plan for El Camino Real to protect legitimate business interests, while providing sufficient buffer and protection for adjacent and nearby residential uses.
- N1.11.2 Minimize linear "strip development" in favor of commercial development patterns that reduce single-purpose vehicle trips.

Policy N1.12 Permit more intense commercial and office development in the downtown, given its central location and accessibility to transit.

Action Statements

N1.12.1 Use the Downtown Specific Plan to facilitate the redevelopment of downtown.

Policy N1.13 Promote an attractive and functional commercial environment.

Action Statements

N1.13.1 Discourage commercial uses and designs that result in a boxy appearance.

N1.13.2 Support convenient neighborhood commercial services that reduce automobile dependency and contribute positively to neighborhood character.

N1.13.3 Provide opportunities for and encourage neighborhood-serving commercial services in each residential neighborhood.

N1.13.4 Encourage the maintenance and revitalization of shopping centers.

N1.13.5 Provide pedestrian and bicycling opportunities to neighborhood commercial services.

PUBLIC AND QUASI-PUBLIC

Policy N1.14 Support the provision of a full spectrum of public and quasi-public services (e.g., parks, day care, group living, recreation centers, religious institutions) that are appropriately located in residential, commercial, and industrial neighborhoods and ensure that they have beneficial effects on the surrounding area.

Action Statements

N1.14.1 Encourage carpooling to public and quasi-public services to minimize adverse traffic and parking impacts on neighborhoods.

N1.14.2 Ensure the provision of bicycle support facilities at all major public use locations.

N1.14.3 Encourage multiple uses of some facilities (e.g. religious institutions, schools, social organizations, day care) within the capacity of the land and the roadway system.

N1.14.4 Encourage employers to provide on-site facilities such as usable open space, health club facilities, and child care where appropriate.

N1.14.5 Maintain and promote convenient community centers and services that enhance neighborhood cohesiveness and provide social and recreational opportunities.

N1.14.6 Promote co-locating government (federal, state, county, city) activities to improve access to the community-at-large.

Draft
Attachment C
Work Plan
Land Use and Transportation Element Update
2008-2010

DATE	TASK
June 2008	City Council public hearing on Work Plan
Ongoing	Provide periodic updates to the public on the LUTE update process and progress utilizing the City's Web page (Community Events Calendar, E-News), Quarterly Report and KSUN.
June 2008 - August 2008	<p>Preliminary Planning</p> <ul style="list-style-type: none"> • Assemble project team and get staff input. • Identify community stakeholders, community groups and interested outside agencies. • Identify planning and transportation trends and issues. • Catalog existing City services and practices related to existing LUTE goals and document progress toward meeting existing LUTE goals. • Review other agencies and organizations for examples of planning and General Plan trends, issues, best practices and document design. • Update current Community Condition Indicators. <p>Product will be a written summary of major trends and best practices and identified interested groups. Updated Community Condition Indicators will be documented.</p>
September 2008 - October 2008	<ul style="list-style-type: none"> • Meeting/discussion with key stakeholders and community groups on trends and topics relating to the update of the LUTE. • Utilize the City's Web page (Community Events Calendar, E-News), Quarterly Report and KSUN to announce opportunities for community input. • Follow Goals, Policies and Action Strategies of Community Engagement Sub-Element. <p>Product will be a summary of thoughts and ideas from discussion groups.</p>

October 2008 – December 2008	<p>After decision on Mary Avenue Extension;</p> <ul style="list-style-type: none"> • Update land use assumptions • Update transportation assumptions • Incorporate community input into assumptions • Prepare scope of work for EIR and go through consultant selection process.
January 2009	<p>Prepare updated Community Conditions Chapter:</p> <ul style="list-style-type: none"> • Determine new indicators • Collect data • Draft the Element Specific Indicators • (New traffic indicators will be determined and updated after traffic modeling for EIR) <p>Product will be a new list of updated Community Condition Indicators.</p>
January 2009 – May 2009 or August 2009	<p>Conduct technical traffic, air quality and carbon footprint for EIR including staff review of conclusions:</p> <p><u><i>With a Mary Avenue Extension:</i></u></p> <p>January 2009 – May 2009</p> <ul style="list-style-type: none"> • Prepare a draft traffic study report documenting the analysis of key intersections and roads throughout the City. Relevant policies and guidelines such as level of service standards, criteria of significant development impacts, multi-modal roadway design concepts, and Transportation Demand Management (TDM) guidelines will be reviewed as appropriate as part of the traffic study. The study will also provide updates to all relevant maps including the bicycle routes map, roadway classification map, existing and projected 2030 traffic volumes, and system deficiencies to be addressed within the life of the Plan Element. • Circulate the draft traffic study report for review by the project stakeholders including Sunnyvale staff, as well as staff of VTA, Caltrans, Santa Clara County, and representatives of interest and community groups. • Revise the draft traffic study report based on received feedback. <p><u><i>Without a Mary Avenue Extension:</i></u></p> <p>In the event that the Mary Avenue extension is not approved, the following tasks and time lines will be needed:</p>

	<p>1. October 2008 – May 2009</p> <ul style="list-style-type: none"> • Update of the City’s traffic model to evaluate new growth assumptions up-to year 2030 without the Mary Avenue extension. • Estimate 2030 traffic projections for a number of scenarios of land use and transportation assumptions, along with associated traffic circulation impacts and feasible operational and capital improvements. <p>2. April 2009 – August 2009 Building on the ongoing traffic model update, a draft and final traffic study report will be prepared similar to the tasks described above with a <i>Mary Avenue Extension</i>.</p>
January 2009	<ul style="list-style-type: none"> ▪ Hold meeting with community participants to “check in” before draft LUTE is produced and released. ▪ Hold study sessions with Planning Commission and Bicycle and Pedestrian Advisory Commission to get feedback on new assumptions and draft policies.
February 2009 – May 2009	<p>Prepare draft LUTE document based on research, data collection, community input and community conditions:</p> <ul style="list-style-type: none"> • Prepare draft long range Goals • Prepare draft Policies • Prepare draft Action Strategies <p>Product is the first draft LUTE.</p>
June 2009	Send draft LUTE Goals, Policies and Action Strategies to the City Manager
June 2009 – August 2009 (or later depending on traffic analysis level)	<p>Pending City Manager approval of draft LUTE Goals, Policies and Action Strategies consultant prepares remainder of EIR document based on draft LUTE document:</p> <ul style="list-style-type: none"> • Incorporate technical analyses. • Prepare draft EIR and mitigations
June 2009	<ul style="list-style-type: none"> • Send Notice of Preparation of EIR to adjacent jurisdictions and required outside agencies • Hold EIR public scoping meeting.
July 2009	Meet with ELT and incorporate feedback.
August 2009	Submit revised draft LUTE to City Manager and Department Directors (ELT) for review and to ensure consistency with other City document, policies and practices and with legal interests.
September 2009	Administrative Draft EIR is submitted to staff for multi-department review and comments.

October 2009	<ul style="list-style-type: none"> • Joint Study Session with City Council/Planning Commission/BPAC on Draft LUTE document • Final Draft LUTE is released for public comment (simultaneous with EIR review).
October 2009 – November 2009	EIR is released for 45-day review period in compliance with provisions of the California Environmental Quality Act (CEQA).
October 2009- Ongoing	Coordinate review by regional agencies and neighboring jurisdictions.
October 2009	Prepare a transmittal memo for joint study session with City Council, Planning Commission and Bicycle and Pedestrian Advisory Commission.
November 2009	Planning Commission hearing is held to accept public comment to LUTE and EIR.
December 2009- January 2010	Response to comments to the Draft EIR are prepared. Final EIR and Final LUTE prepared.
January 2010	Prepare RTC for adoption of LUTE incorporating comments from public review period. Include Resolutions and EIR Findings prepared by the Office of the City Attorney.
February 2010	Planning Commission and Bicycle and Pedestrian Advisory Commission hearings for public input and commission recommendations.
March 2010	City Council hearing.
April 2010 – August 2010	Prepare LUTE for publishing including web-page publishing
August 2010	Publish LUTE.

Attachment D
Community Outreach Plan
Land Use and Transportation Element Update
FY 2008-09

The Goal of Community Outreach:

Local government is most effective in identifying and responding to community needs when community members have access to information and meaningful opportunities to participate in their government. Through active participation, residents and businesses can increase their ability to shape their future of their city.

According to the 2007 Community Engagement Sub-Element, *“An informed community leads to effective involvement in the City’s decision-making process, enhances City services and heightens the community’s sense of identity. Achieving an informed community entails access to information, services and programs, as well as outreach to a diverse population. Engaging in community covers a broad spectrum of activities from community-building efforts to volunteerism to providing input on program planning and decision-making processes. Further, a strong sense of community identity helps cultivate and maintain an informed and involved population.”*

In the Community Engagement Sub-Element the City adopted three interrelated goals on community engagement: 1) informing the community; 2) involving the community; and 3) establishing a strong, positive community identity. The community outreach program for the LUTE update and related EIR will address these three goals.

Informing the Community:

Throughout the two year LUTE update process, staff will utilize the City’s Web page (Community Events Calendar, E-News), Quarterly Report and KSUN to announce opportunities for community input and hearings. Designated staff from CDD and DPW will be available to provide information to the public when questions are directed to staff.

Involving the Community:

Community participation is an integral part of the LUTE update and therefore selection of appropriate outreach strategies and techniques will be important. As part of the preliminary research for the project, members of the following groups may be contacted for input during this project phase, as appropriate.

- Neighborhood associations
- Community groups
- The business community
- Mobile home parks communities

A significant component of community outreach was completed in 2007 when a citywide effort was culminated in adoption of the *Sunnyvale Community Vision*. Utilizing the *Sunnyvale Community Vision* to provide focus and direction, meetings/discussions with key stakeholders and community groups will be held to identify trends and topics relating to the update of the LUTE. Staff anticipates that remaining outreach efforts will be more focused on the relationship of land use and transportation in Sunnyvale on specific issues such as sustainability. Community participation opportunities may include:

- Targeted outreach to neighborhood associations, community groups, businesses and schools, (e.g. Sunnyvale Chamber of Commerce, Moffett Park Business Association).
- Facilitation of focused discussion workshops of stakeholders to address significant issues and future trends identified during the research and analysis phase.
- Workshops and hearings with the Planning Commission and Bicycle and Pedestrian Advisory Commission.
- Inform other boards and commissions of LUTE progress.
- Planning Commission formal review and recommendation of the final draft document at a regularly scheduled Planning Commission meeting allowing for public comment.
- Distribution of the final draft document to a broad array of potentially affected individuals, organizations and the business community.

There will be several opportunities to provide feedback and commentary on the Land Use and Transportation Element: at several Planning Commission and Bicycle and Pedestrian Advisory Commission study sessions, when the draft document is released and then at one of three public hearings (before the Planning Commission, Pedestrian and Bicycle Advisory Commission and before the City Council).

At any time the public may provide written comments to staff regarding Draft LUTE and Draft EIR

Establishing a Strong, Positive Community Identity:

The published LUTE will be an attractive, user friendly document, based on input from a strong, activated community. The document will provide an identifiable vision on land use and transportation planning for the next 20 years.

Attachment E
Roles and Responsibilities
Land Use and Transportation Element Update
FY 2008-09

Director of Community Development

Sets direction for project. Approves any work products. Provides direction on development of Goals, Policies and Action Strategies.

Director of Public Works

Sets direction for project. Approves any work products. Provides direction on development of Goals, Policies and Action Strategies.

Planning Officer/Traffic and Transportation Manager

Facilitate inter-department coordination; supervise project manager and work program; provide input and direction to technical analyses and development of Goals, Policies and Action Strategies.

Project Manager – Principal Planner, Planning Division

Lead staff member for project and primary author of final report, synthesizing information from all sources. Manages EIR consultant. Oversees outreach activities. Attends all meetings related to the project. Acts as formal link to Planning Commission, City Council and community members. Maintains project schedule, manages day-to-day work of other Planning staff, edits draft document, and performs necessary environmental assessment. Ensures that LUTE is consistent with other elements of the General Plan. Prepares staff RTC for LUTE and related EIR.

Senior Transportation Planner

Oversees preparation of environmental traffic and transportation analysis. Assists in managing specific EIR consultant work. Attends and participates in outreach activities. Provides key assistance in LUTE document preparation and editing. Acts as formal link to Bicycle and Pedestrian Advisory Commission.

General Public

The general public will be given the opportunity to participate in a variety of ways. Some may participate in focused workshops/discussion groups and will help incorporate the *Sunnyvale Community Vision* into the document. Public hearings with the Planning Commission, other relevant Boards and Commissions and the City Council will also be noticed.

Bicycle and Pedestrian Advisory Commission

Provide focused review of the Draft LUTE. Provide comments, alternatives and recommendations to the City Council. Acts as a public hearing body for the LUTE.

Planning Commission

Provides City-wide perspective in the review of the Draft LUTE and helps to integrate all Sub-Elements into a single comprehensive plan. Provides comments, alternatives and recommendations to the City Council on the LUTE and related EIR. Acts as a public hearing body for the LUTE and EIR.

City Council

Responsible for certifying the Final EIR and adopting a final LUTE with Goals, Policies and Action Strategies that will direct land use and transportation decision for the next five to ten years.

Staff

Provide periodic review of data and findings for accuracy and completeness, and to ensure validity and ability to implement. Serve as a data resource throughout. While designated Planning and Transportation staff will play the largest role, designated staff from throughout other City departments will be involved throughout the process. The Executive Leadership Team (ELT) will be provided an opportunity to review the draft document.