



PLANNING DIVISION

4

MEMORANDUM

TO: PLANNING AND TRANSPORTATION COMMISSION

FROM: Virginia Warheit, Senior Planner **DEPARTMENT:** Planning

AGENDA DATE: February 25, 2003

SUBJECT: 2004-2009 PROPOSED CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION

Staff recommends that the Planning and Transportation Commission (Commission) endorse the schedule contained within the Timeline section of this report for review of the proposed 2004-2009 Capital Improvement Program (CIP) and appoint a three-member subcommittee to review the technical specifics of the proposed CIP and report back to the full Planning Commission.

DISCUSSION

Each year the Commission is required to review the proposed CIP for consistency with the Comprehensive Plan and forward its recommendations to the City Council. The Commission is charged with using the Comprehensive Plan as a guide for the CIP insofar as the CIP program affects the physical development of the city. The Commission shall submit an annual report to the Council regarding the CIP. The report shall review each project for its conformity to the Comprehensive Plan, review the program as a whole in order to suggest any improvement in economy or efficiency that might be effected through the combining of various projects, and suggest any needed improvements which do not appear in the program.

In the past few years the Commission has appointed a three-member subcommittee to review the technical aspects of the CIP projects and meet with City staff as necessary to discuss the projects or obtain further information.

POLICY IMPLICATIONS

Policy issues will be addressed in the CIP description and the staff reports that accompany and follow it. The 2004-2009 CIP will be reviewed for consistency with the 1998-2010 Comprehensive Plan.

RESOURCE IMPACT

The impact on City resources, both fiscal and operational, will be addressed in the CIP description and staff reports that follow.

TIMELINE

Staff requests that the Commission establish the review schedule and appoint the CIP subcommittee at the meeting of February 25, 2004. The proposed tentative schedule for review is as follows:

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|---------------------------------|---|
| February 25, 2004: | Commission establishes review schedule. |
| April 8, 2004: | CIP descriptions in City Council and Commission packets
<i>(Budget staff will do this).</i> |
| April 14, 2004: | Discussion by Commission on specific projects that the Commission may wish to discuss with the City Manager, Department/Division Heads, and staff. |
| April 22, 2004:
3:30-5:00 PM | Commission Subcommittee review and discussion with City Manager, Department/Division Heads and staff
<i>(Budget staff will schedule this meeting).</i> |
| TBD by Planning Staff | Commission Subcommittee recommendations to staff for inclusion in Planning Commission packet of May 6, 2004 for the meeting of May 12, 2004. |
| May 12, 2004: | Commission review and recommendation to City Council on CIP. |

ENVIRONMENTAL REVIEW

The Capital Improvement Program is not a project under CEQA. However, individual projects may or may not be subject to CEQA, and an environmental determination is made on each individual project. The determination for each project is included in the project descriptions to be forwarded to the Commission in the packet of April 8, 2004.

ATTACHMENTS/EXHIBITS:

None

COURTESY COPIES:

Frank Benest, City Manager

Emily Harrison, Assistant City Manager

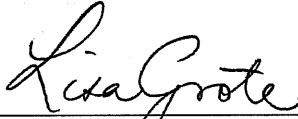
Steve Emslie, Director of Planning and Community Environment

Mary Divinski, Financial Analyst

Prepared By: Virginia Warheit, Senior Planner

Reviewed by: Lisa Grote, Chief Planning Official

Division Head Approval:



Lisa Grote, Chief Planning Official