

The Avant-Garde Staff Report



Bonnie J. Johnson, PhD, FAICP

Program Director, Associate Professor

**Urban Planning Program, School of Public Affairs & Administration,
University of Kansas**



Bill Fiander, AICP

Planning and Development Director

City of Topeka, KS



Staff Reports

These are the reports a professional planner prepares that digest a particular development proposal or permit request; assess site conditions; relate the proposal to the comprehensive plan, subplans, and functional plans; and make a recommendation, all against the backdrop of local government policies and development code criteria.

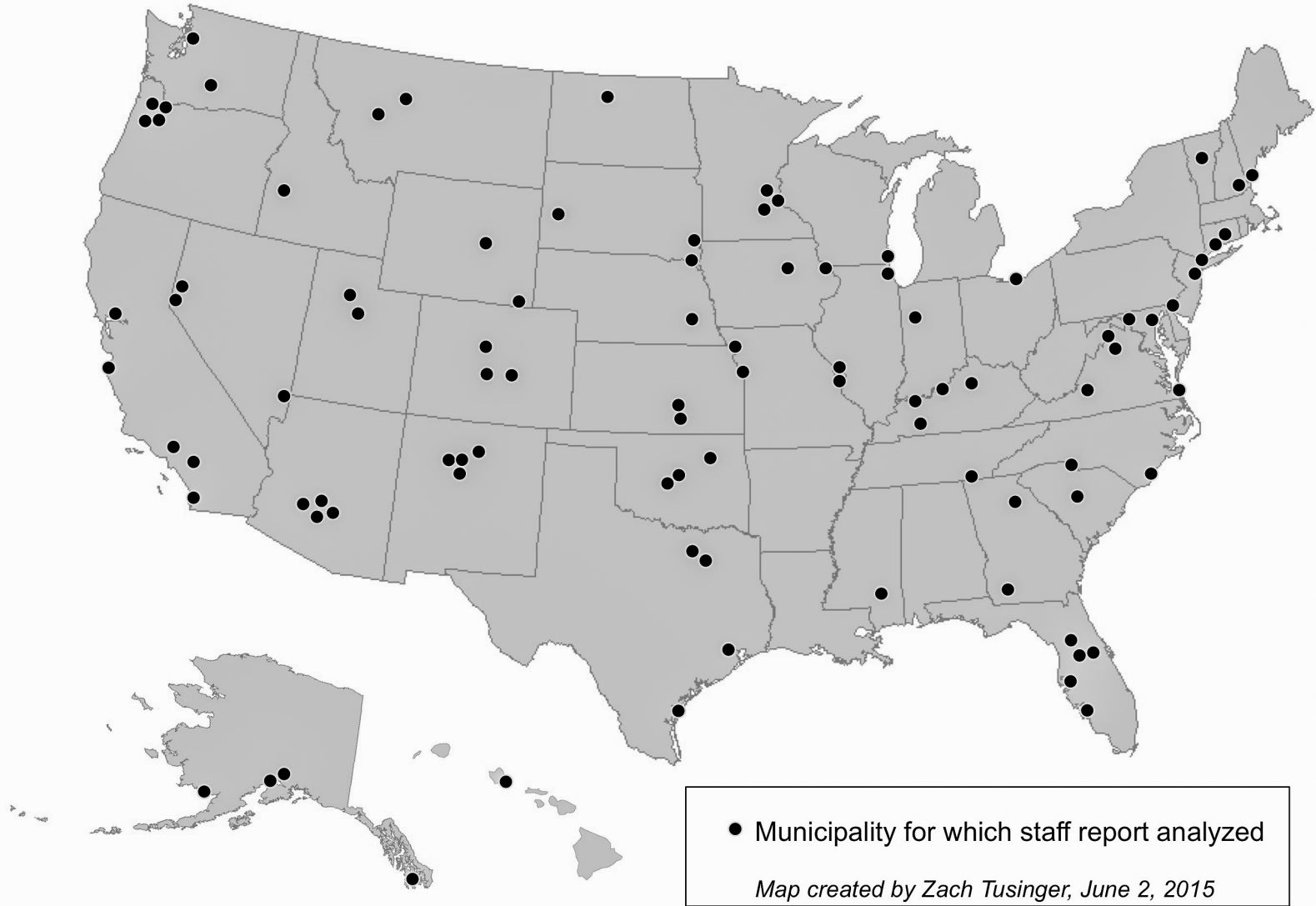
(Meck and Morris, 2004)

What one word do you think of
when you hear “staff report”?

What one word do you think of when you hear "staff report"?



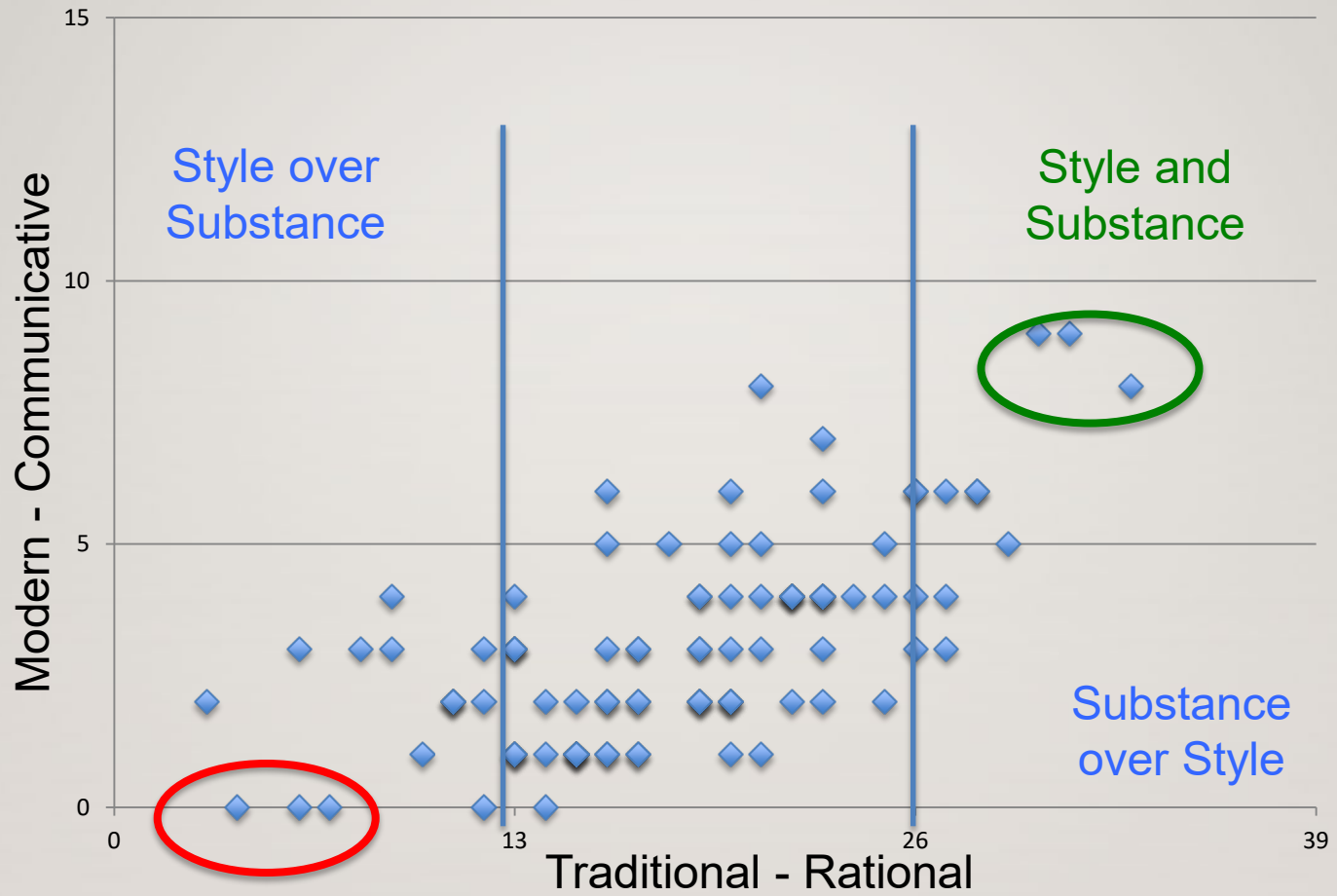
Sample of Municipalities for which Staff Reports were Analyzed (n=94)



The Sample

- Staff reports from 94 cities
 - Simple, rezonings
- 41 states
- Population range: 2,501 to 8,274,527
 - Mean 192,719; median 68,722
- Page numbers: 1 to 71
 - Mean 9.38; median 5

Johnson, B. J., & Lyles, W. (2016). The Unexamined Staff Report: Results From an Evaluation of a National Sample. *Journal of the American Planning Association*



Findings

- 79% referenced the comprehensive plan
 - 39% specific goals and objectives
- 80% gave recommendation
 - 40% gave clear justification
- 45% site map of parcel
 - 9% reference map of parcel in the city
- 80% used page numbers
 - 24% bullet points
 - 5% photographs

Only 1%
used
sidebars

**Lots of technical
writing for lay
audiences.**



CITY of BEAVERTON

4755 S.W. Griffith Drive, P.O. Box 4755, Beaverton, OR 97076 General Information (503) 526-2222 V/TDD

STAFF REPORT

HEARING DATE: June 16, 2010

TO: Planning Commission

STAFF: Kenneth Rencher, Associate Planner *KR*

PROPOSAL: **Murray Village Quasi-Judicial Comprehensive Plan Map Amendment and Annexation-Related Discretionary Zoning Map Amendment**

CASE FILE #s: CPA2010-0001 and ZMA2010-0001

LOCATION: Tax Map: 1S109BB Lots: 01500 and 01800
Northeast corner of SW Murray Blvd. and SW Jenkins Rd.

SUMMARY: This is the second segment of a City initiated proposal to amend the City's Comprehensive Plan Map and Zoning Map to apply city designations to property recently annexed into the City. The City is proposing to apply the land use and zoning that most closely match the interim Washington County designations in terms of allowed uses, density, and building standards. No new development is proposed as a part of this application. Future development of the site will be reviewed separately.

The property is approximately 18.46 acres in size. The proposed Comprehensive Plan designation is Station Community. The proposed zoning is Station Community – High Density Residential (SC-HDR). The interim land use designations currently in place are Washington County Transit Oriented and Washington County Residential. The interim zoning designations are Washington County Transit Oriented: Residential, 18-24 units per acre (TO:R18-24) and Washington County R-9.

Note: The original notice included three taxlots. The first segment was changed previously and applied only to taxlot 01400. This second segment applies to the remaining two taxlots.

APPLICANT: City of Beaverton
PO Box 4755
Beaverton, OR 97076

DECISION CRITERIA: CPA2010-0001: Section 1.5.1 of the Comprehensive Plan (Quasi-Judicial Amendments)
ZMA2010-0001: Section 40.97.15.3.C of the Development Code

RECOMMENDATION: **Approval of CPA2010-0001 and ZMA2010-0001 (Murray Village Annexation-Related CPA/ZMA).**

Cover
Sheet -
In case
you don't
look at
anything
else.



Planning Department Memorandum

DATE: September 3, 2009 **AGENDA ITEM:** 1

TO: Planning Commission

FROM: Tabitha Perry, Principal Planner
PRESENTED BY: Bill Luttrell, Senior Planner

SUBJECT: **REZONING APPLICATION ZON09-04: LOOP 101 -
CAMELBACK ROAD - 9802 WEST CAMELBACK ROAD**

REQUEST: Rezone from A-1 (Agricultural) to PAD (Planned Area Development).

APPLICANT/OWNER: City of Glendale.

REQUIRED ACTION: The Planning Commission must conduct a public hearing and determine if this request is in the best long-term interest of the neighborhood and consistent with the General Plan.

RECOMMENDATION: The Planning Commission should recommend approval subject to the one stipulation.

PROPOSED MOTION: Move to recommend approval of ZON09-04 subject to the one stipulation contained in the staff report.

SUMMARY: This request will amend the zoning and approve a PAD to accommodate a mixed-use development on 1.35 acres.

PREVIOUS ACTION: On August 6, 2009, the Planning Commission initiated this request.

PLANNING COMMISSION REPORT



MEETING DATE: June 11, 2008

ITEM NO. _____ GOAL: Coordinate Planning to Balance Infrastructure

SUBJECT Indian River Plaza
5-ZN-2008

REQUEST Request to consider the following:
1. Approval to rezone an approximate 8.6-acre parcel (Indian River Plaza) from Neighborhood Commercial District (C-1) to Central Business District (C-2) located on the southwest corner of East Thomas Road and North Hayden Road.

Key Items for Consideration:

- The request is consistent with the General Plan's land use designation.

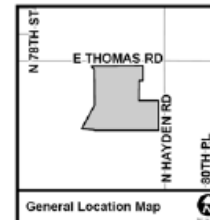
Related Policies, References:

17-UP-2008 and 18-UP-2008

OWNER Indian River Plaza, LLC
480-368-0111

APPLICANT CONTACT Perry Bolster
480-990-1114

LOCATION 2820 North Hayden Road



BACKGROUND

Zoning.

The Indian River Plaza retail center is currently zoned Neighborhood Commercial District (C-1) that allows retail, service, office and restaurant uses. The proposed Central Business District (C-2) zoning district allows for a variety of commercial use that include: bars, retail, office and service uses.

General Plan.

The General Plan Land Use Element designates the property as Commercial. This category includes uses that provide a variety of goods and services to serve the community and regional needs, and may include residential and office uses.

Context.

Located south and west of the southwest corner of the intersection of North Hayden Road and East Thomas Road, the site is surrounded by commercial, multi-family residential, and the Indian Bend Wash.

Tables

Existing Conditions Table

Zoning	Interim Washington County TO:R18-24 and R-9	
Current Development	Vacant with no development currently proposed (Site was formerly a mobile home park)	
Site Size	Approximately 18.46 acres	
NAC	Five Oaks/Triple Creek NAC	
Comprehensive Plan	<p>Land Use: Interim Washington County Transit Oriented</p> <p>Street Functional Classification Plan: SW Murray Blvd. and SW Jenkins Rd. are each classified as an Arterial.</p> <p>Street Improvement Master Plan: The Transportation System Plan Street Improvement Master Plan identifies SW Jenkins Rd. for future expansion to 5 lanes. (SW Murray Blvd. is already at 5 lanes.)</p> <p>Pedestrian & Bicycle Master Plan and Action Plans: The Pedestrian & Bicycle Master Plans identify existing and proposed pedestrian and bicycle facilities along both streets</p>	
Surrounding Uses	<p>Zoning:</p> <p>North: <i>Washington County R-5</i> <i>(italics indicate outside City limits)</i></p> <p>South: Campus Industrial CI and <i>Wash. Co. Industrial IND</i></p> <p>East: Interim Washington County TO:R18-24</p> <p>West: <i>Washington County TO:EMP</i></p>	<p>Uses:</p> <p>North: Detached Housing</p> <p>South: TVF&R Fire Station and Maxim Integrated Products</p> <p>East: Vacant</p> <p>West: Nike</p>

CITY OF CARMEL-BY-THE-SEA
PLANNING COMMISSION
AGENDA CHECKLIST

MEETING DATE: 9 September 2009

BLOCK: A-1 LOT: 10

FIRST HEARING: X

CONTINUED FROM: N/A

ITEM NO: DS 09-68

OWNER: Leonard & Peggy Riggs

STREAMLINING DEADLINE: 10/30/2009

SUBJECT:

Consideration of Design Study and Coastal Development Permit applications for alterations to an existing residence located in the Single Family Residential (R-1), Beach and Riparian Overlay and Park Overlay Districts.

ENVIRONMENTAL REVIEW:

Exempt (Class 3 – New Construction)

LOCATION:

Scenic 8 SE of 8th

ZONING:

R-1, BR, PO

ISSUES:

1. Does the proposed design comply with the Residential Design Objectives (CMC 17.10.1) and the Residential Design Guidelines?

OPTIONS:

1. Approve the application as submitted.
2. Approve the application with special conditions.
3. Continue the application with a request for changes.
4. Deny the application.

RECOMMENDATION:

Option #2 (Approve the application with special conditions.)

ATTACHMENTS:

1. Staff Report dated 9 September 2009.
2. Application Materials.
3. Project Plans.

STAFF CONTACT: Marc Wiener, Assistant Planner



Different

Literally, a checklist.

BACKGROUND INFORMATION

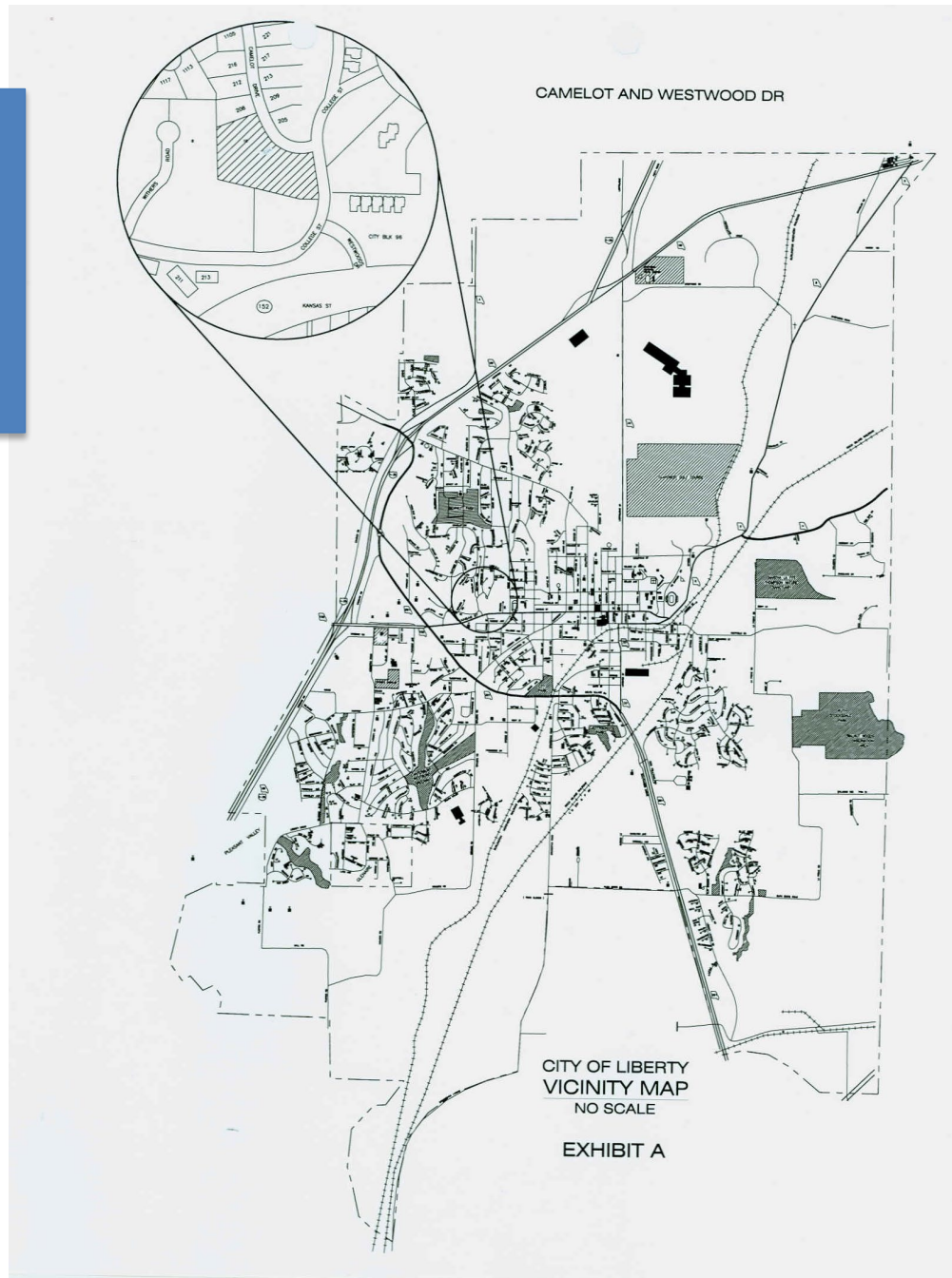
PRIOR CASES	Case Number & Date of Approval
Annexation	N/A
Zoning Map Amendment	N/A
Sketch Plan	N/A
Master Plan	N/A
Preliminary Subdivision Plan	N/A
Final Subdivision Plan	N/A
Final Site Plan	None
Forest Stand Delineation	N/A
Preliminary Forest Conservation Plan	N/A
Zoning Board of Appeals Cases	N/A
Archeological Assessment	N/A

DEVELOPMENT CHARACTERISTICS	Area
Total Lot Area	Approximately 17,000 square feet
Property Zoning	Downtown Residential (DR)
Number & Type of Units	N/A
Roadway Dedication	N/A
Open Space (HOA)	N/A
Park Land Dedication	N/A

ENVIRONMENTAL CHARACTERISTICS	Area
Disturbed Lot Area	N/A
Impervious Surface Ratio	N/A
Floodplain on Site	N/A
Disturbed Floodplain	N/A
Nontidal Wetlands on Site	N/A
Disturbed Wetlands	N/A
MDE Permit Required	N/A

FACILITIES AND SERVICE			
Road Name	Comprehensive Plan Classification	ROW	Access Provision
Winchester Street	Local Road	40'	Existing

**Where in the
city?**



SPECIFIC INFORMATION

Roundtable L.L.C. has applied to rezone approximately 3.2 acres of property located at the southwest corner of Camelot and Westwoods Drives from RP-3, Planned One-family Cluster District and CP-2, Planned General Business District to C-0, Non-retail Business District. The proposal is to develop offices on the property (Exhibits B and C). The applicant has submitted conceptual drawings showing how the site could be developed with access off of Westwoods Drive via a bridge, office buildings resembling homes along Camelot, and parking hidden internal to the site.

The area to be rezoned consists of two tracts. The larger one is Tract B of "Camelot Lots 157-190" subdivision consisting of 2.5 acres zoned RP-3. The other is an unplatted tract zoned CP-2, originally part of the Seaport development, approximately 0.6 acres located east of Tract B and adjacent to Westwoods Drive.

HISTORY

The Camelot plans from the 1970's (Exhibit D) included apartments, townhomes and single-family homes for the area around Clayview Drive. These plans show the property under consideration as clustered single-family homes with shared parking zoned RP-3.

A preliminary plat for 11.7 acres south of Kings Ridge on Camelot was approved in 1984 (P&Z Case No. 84-154PP) (Exhibit E) and it was rezoned from RP-3 to R-1C, Standard Single-family Residential District in April of 1984 (P&Z Case No. 84-168). The final plat was approved in May of 1984 (P&Z Case No. 84-177FP). Part of the property under consideration along with the property now occupied by Saxon Medical Inc. on

C-0, Non-retail Business District

Permitted Uses: The main use allowed in this district is offices for professionals such as: accountants, architects, brokers, engineers, dentists, lawyers, physicians, and real estate agents. Other permitted uses are mortuaries, medical clinics, and day care centers. For day care centers, outdoor play is permitted only between 8:00 a.m. and 6:00 p.m.

RP-3, Planned One-family Cluster District

Permitted Uses: This district is for single-family detached homes designed to allow individual ownership either under condominium statutes or other ownership procedures. The minimum lot area per family is 7,260 square feet. When the property was zoned R-3, a plan was submitted and approved at the same time making it a "planned" district, hence the RP-3 designation.



Sidebars

We need to think differently.

- Can staff reports be “avant-garde”?



1976

Planning Advisory Service

- Separate facts & analysis
- Use standard format

*Writing Better
Zoning Narrative*

Danusa Erley

elite

Seattle, WA Website

Virginia Beach, VA



Rock Hill, SC

Phoenix, AZ

Payson, UT Planning Commission Staff Report, April 25, 2007

Report on Re-evaluation of Approval for a Planned Home Change of Land Use for... (City of Payson, Utah)

...a residential use change from R-10 to R-15, as shown on the site plan... (City of Payson, Utah)

Payson, UT

PAST

What one word do you think of when you hear "staff report"?



future

Hamilton Co, TN

Liberty, MO

West Haven, CT Agenda

Hattiesburg, MS

*This Staff Report
is "Not a
Staff Report"*

STREET

Florence, MS Application Form

Some inspiration . . .



Staff Report collage

[layers]
[symbols]
[pinup]



reminder

Follow the thread.
Keep the thread.

Put
Money in
Its Broke





MAPPING SPACE



The Umbrellas (project for Japan and Western USA) Thousands of Umbrellas, height 18ft, dia 24ft, length spine 16ft

MOBILE STAFF REPORT



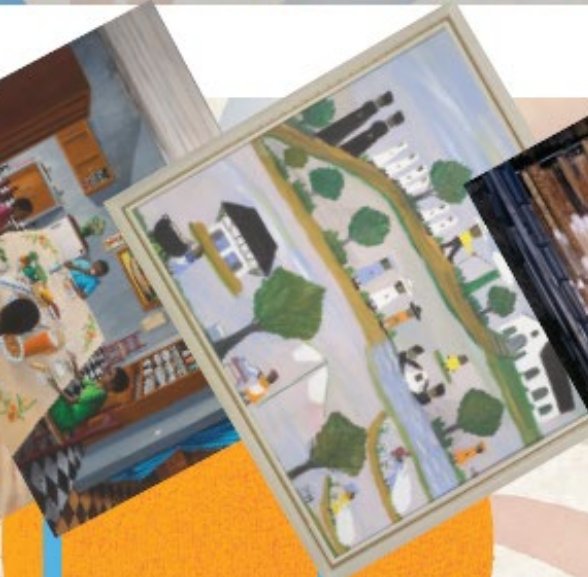
TRANSPARENT
POINTS OF VIEW
MOOD BOARD

"Making Shapely Fiction" by Jerome Stern

STAFF REPORTS - MAKING SHAPELY NONFICTION



Trauma
Bear at the Door



Gathering
Visitation



Journey
Day in the Life



Specimen
Onion



Aha!
Blue Moon

VALUES · EFFICIENT · IDEALS · RATIONAL

HAUNTED BY THE GHOSTS
OF OUR OWN MAKING
- STAFF REPORTS -

VISION · EASY · QUICK · LASTING · THOUGHTFUL



An avant-garde staff report - -
What does a mobile make us think of?



A Mobile Staff Report

- Let's take a look -



Tested out – Avant-garde Staff Reports

- Videos short and long
- An e-book
- A “Fancy” newsletter
- Minimalist
- Game board
- Collage

Application Summary
 “Mission Rock” Mixed Use Development

Applicant: Seawall Lot 337 Associates, LLC and Port of San Francisco (“Port”)
 SDC Permit Application #: 2017-004-00
 Filed: June 5, 2018
 Scheduled for Commission: June 21, 2018
 Deadline for Commission Action: Sept. 3, 2018

Summary Report Date: June 8, 2018
 Staff Contact: Name: (415) 555-5555
 email address:
 Staff Recommendation: June 15, 2018 : <http://www.sdc.ca.gov/om/2018/06/21/MissionRock2017-004-00Exhibits.pdf>
 Exhibits: <http://www.sdc.ca.gov/om/2018/06/21/MissionRock2017-004-00Exhibits.pdf>

Location: The approximately 21-acre project site is located on Seawall Lot 337, in the Mission Bay neighborhood of the City and County of San Francisco. The site is bounded by Mission Creek to the north, the Bay to the east, Mission Rock Street to the south, and Third Street to the west.

Project Existing & Proposed
 “Mission Rock” Mixed Use Development

Commission Jurisdiction	Existing Uses & Commission Jurisdiction	Project Proposal & Commission Jurisdiction
Lot A	Parking lot for 2,170 vehicles for AT&T Park game day, soccer computers, special events	Outside jurisdiction—4 phases over 10 years, 11 development blocks, buildings from 50 to 240 feet in height, street grid, network of parks and public spaces, associated utilities and infrastructure. At build-out, more than 9,000 people would use the site daily. Between 1,100 and 1,600 units of rental housing (estimated 3,370 residents). Between 972,000 and 1.4 million square feet of office and retail commercial space, employing 3,520 to 5,070 office workers and 740 to 750 retail employees.
China Basin Park	Shoreline park with baseball diamond and tennis history. 2.1 acres of project site, permanently guaranteed public access area pursuant to SDC Permit No. 1997-010, which also authorized the construction of AT&T Park.	Inside jurisdiction—Redevelop 2.1 acre park and construction of a public boat launch
Pier 48 Knuckle Wharf	3,000 square foot wharf structure, bay viewing, permanently guaranteed public access area pursuant to SDC Permits No. M1997-004 and M1996-058	Inside jurisdiction—reuse of an area for picnicking, Bay viewing (party in 100-ft. Shoreline band)
Pier 48 %	Marginal wharf bridges Pier 48 and Pier 50 steel buildings, vehicle parking, equipment storage.	Inside jurisdiction—Reuse of historic margin at wharf as public access plaza
Terry Francois Blvd	Two-lane street, striped bicycle lanes, runs north-south on perimeter of the project site between Mission Rock St. to China Basin Park. Main (big) east-west crossing between Lot A and China Basin Park, connecting to Third Street.	Inside jurisdiction—Terry Francois Boulevard would be reconstructed as a shared street accommodating a mix of commercial vehicular traffic, and bicycle and pedestrian access.

6.61 acres of new or improved public access areas.

Sea Level Rise & Flooding—The Commission has limited authority regarding sea level rise over most shoreline development. The subject permit application includes a memorandum by K&M and Michel, Nov. 21, 2017 (revised Feb. 7, 2018), evaluating coastal flooding and sea level rise risk at the project site (See Exhibit J for details).

Staff Analysis

Criteria	Fill	Public Access	Recreation	Appearance, Design, Scenic	Public Trust
Jurisdiction	McIntee-Petrie Act & Bay Plan—court cases call for an essential connection between requirements & permit conditions	Bay Plan	Bay Plan	Bay Plan	Bay Plan
Public Access	Small amount of Bay Fill approx. 1,500 square feet for floating boat launch for public use.	China Basin Park doubles size to 4.4 acres BUT 0.42 of acres would be converted to storm water treatment planters & 2.18 sq. ft. of public access to retail cafe. Bay Trail moved and expanded. Proposal constructs & improves 6.61 acres of public space. 56% of total area (approx. 30 sq. ft. of shoreline public access for each new resident & workers—other projects range from 18–108 sq. ft.)*	Water oriented recreation: a public access dock and boat launch, Bay viewing areas, a picnic area, minimum 16-ft. segment of Bay Trail, multi-use and pedestrian trails, small baseball diamond and similar), a lawn, public plazas, bicycle parking, seat areas, public restrooms at China Basin Park and Mission Rock Square.	Development on small dense blocks in network of internal streets and pedestrian ways leading to shoreline results in construction of tall buildings, but views of the Bay from Third St. still provided. Public access areas are directly along the shoreline (China Basin Park, Channel Wharf) or along view corridors to the shoreline (Mission Rock Square, Channel Lane).	The project would consist of the redeveloped China Basin Park, including development of a new public dock suitable for non-motorized boats, the redevelopment of Terry Francois Boulevard into a shared street and separated Bay Trail, and the creation of a public plaza on the Pier 48 % marginal wharf.

***Special Events**—Commission’s advisory Public Access Design Guidelines for the San Francisco Bay: “While some shoreline areas are best suited for quiet and contemplative public spaces, others lend themselves to be used for large public gatherings, such as festivals, outdoor markets or exhibits... Within every project, public access should be designed to respect all visitors’ experiences of the Bay. Highly active uses should always be balanced with opportunities for passive activities, such as strolling, viewing and relaxing.” The Commission has authorized special events within public access areas, with conditions limiting scope, size, duration or type of events, with the objective of maintaining functional public access areas whether people wish to participate in the events.

Tested with Planning Commissions

- Mainland Planning Commission and the Islands Planning Commission for Glynn County, Georgia (pop. 85,292)
- San Francisco Bay Conservation and Development Commission in California (multiple cities and counties impacting the Bay)
- Planning and Zoning Commission for the City of Liberty, Missouri (31,779 pop)
- Planning Commission for the City of Calistoga, California (5,322 pop)
- Planning Commission, City of Hutchinson, Kansas (40,623 pop)
- **Topeka Planning Commission, City of Topeka, Kansas (125,904 pop)**
- Planning Commission, City of Lindon, Utah (10,970 pop)
- City Council, City of Stayton, Oregon (8,245).

Findings So Far

- It is what it is.
- **Using art. . . “I think it helped you!”**
- What happened behind the scenes?
- What’s the thought process?
- It depends.
- Hearing from the public.
- There are benefits to just asking.

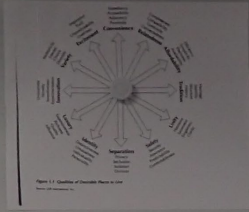
My own thinking - -

Mobile Design

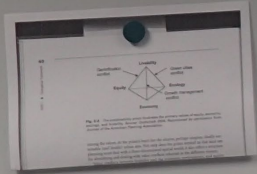
Organizing Frameworks

- 1) "The Wheel"
- 2) "The Pyramid"
- 3) Time
- 4) Facts / Analysis

1) The Wheel



2) The Pyramid

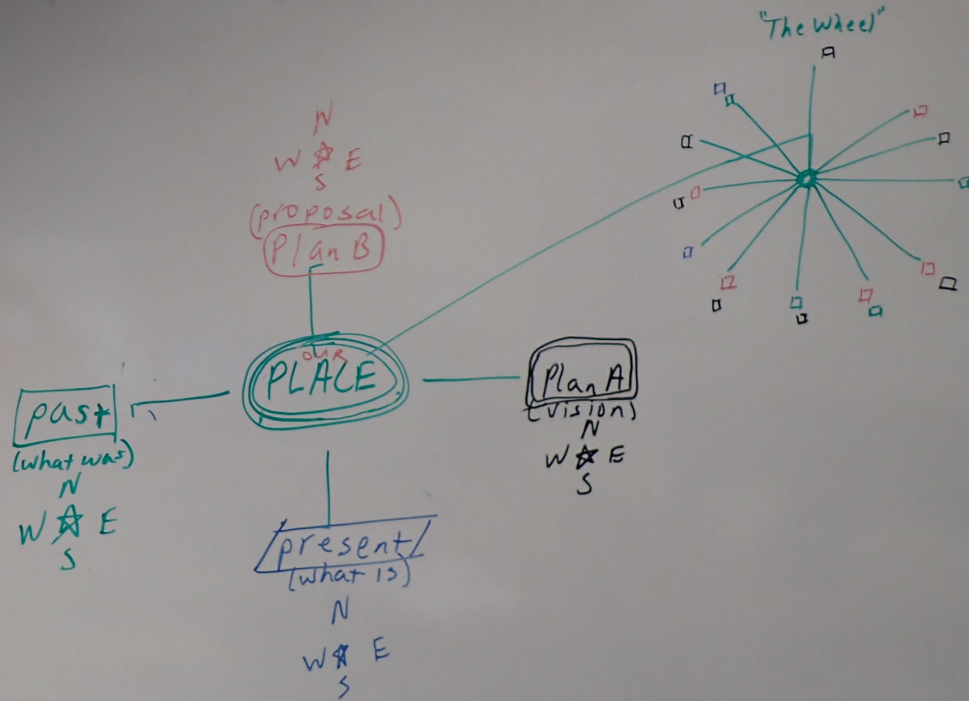


3) Timeline
 past | present | future

4) Facts/Analysis

Traditional SR

- text
- tables
- checklists
- maps
- photos
- bullet points
- no red/sidebars



Site Planning and Community Design for Great Neighborhoods by Frederick D. Jarvis

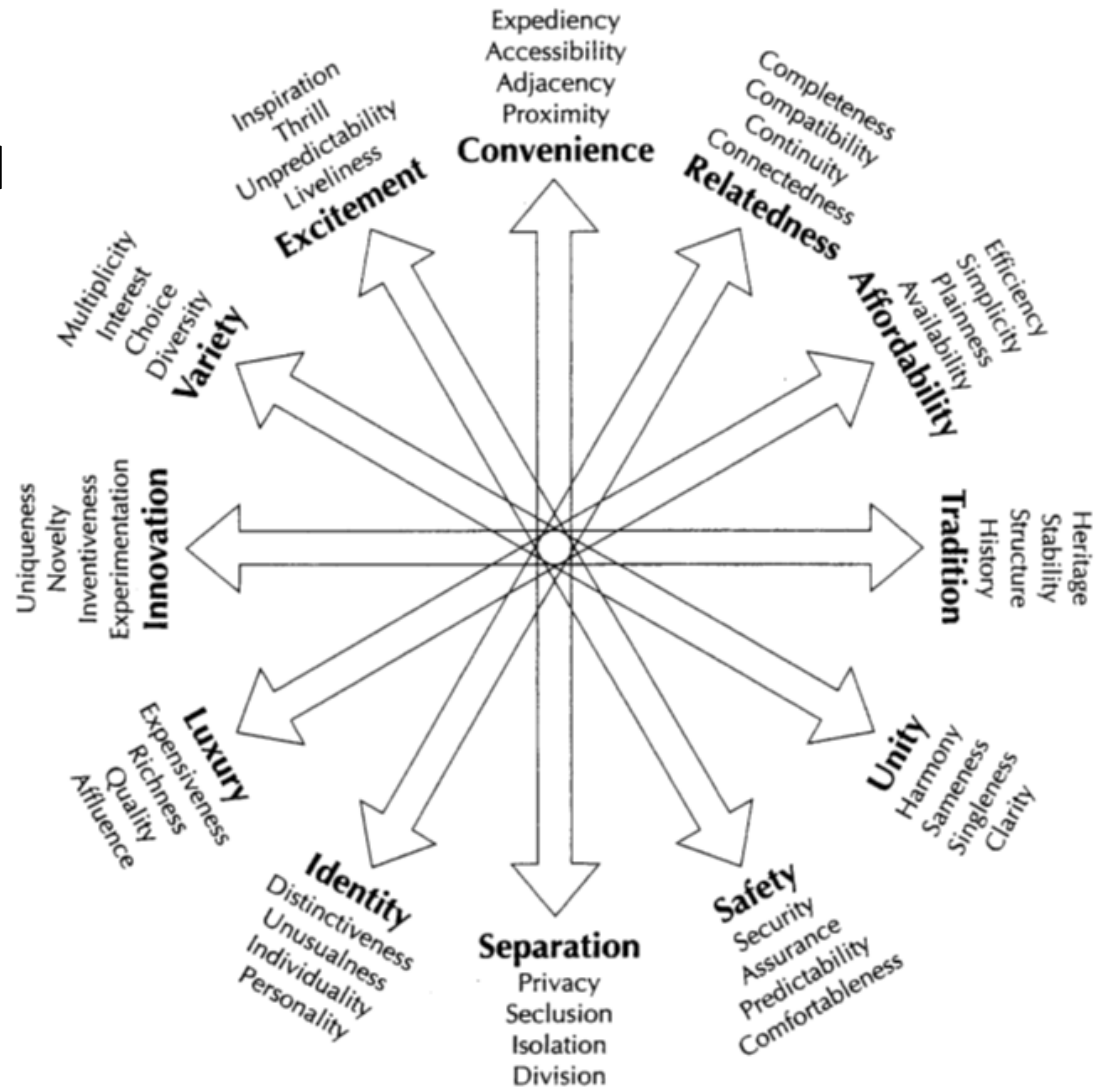
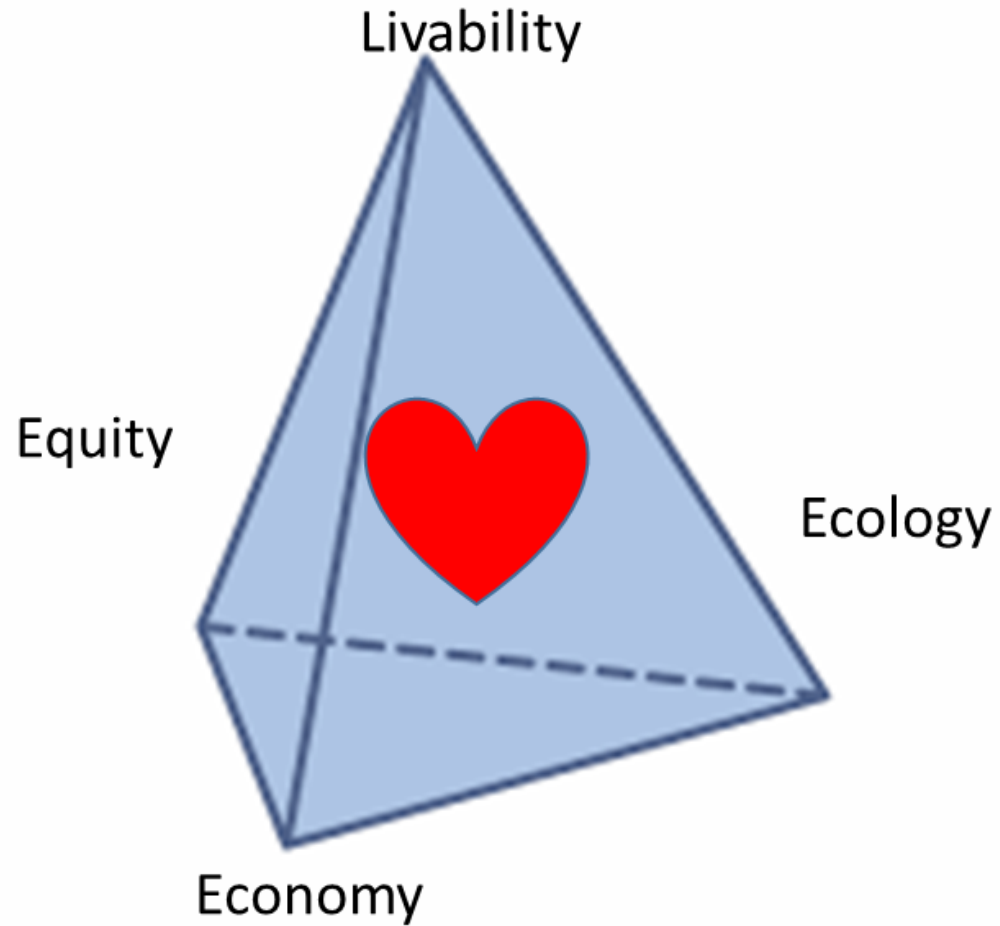


Figure 1.1 *Qualities of Desirable Places to Live*

Source: LDR International, Inc.

Sustainability Prism

5th Edition "Urban Land Use Planning"



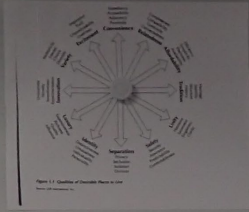
My own thinking - -

Mobile Design

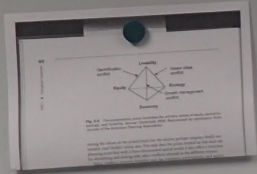
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2) The Pyramid

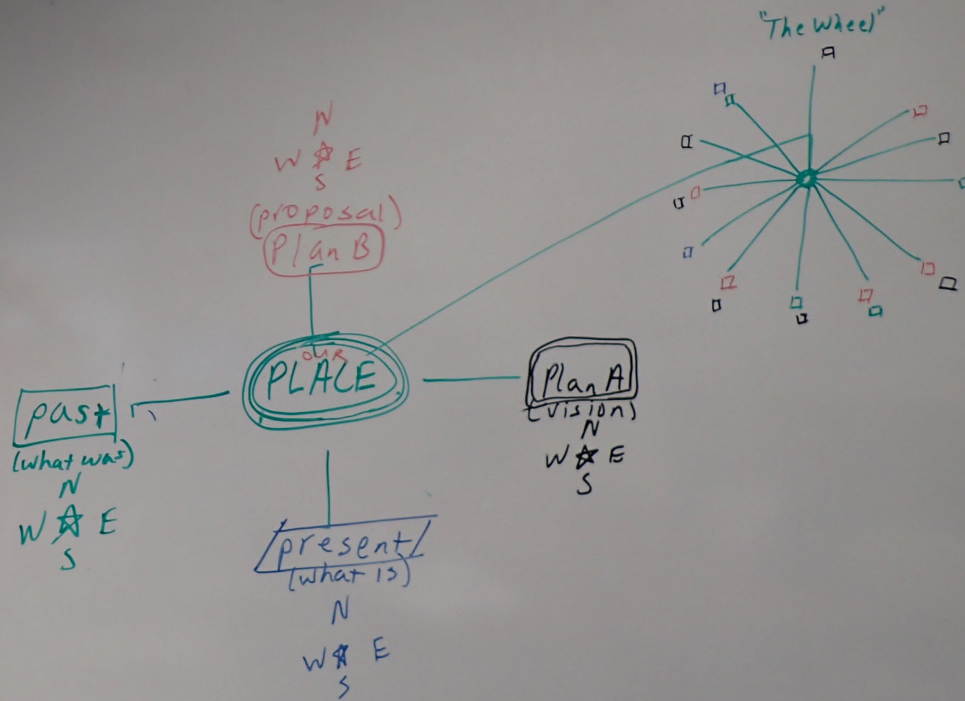


3) Timeline
 past | present | future

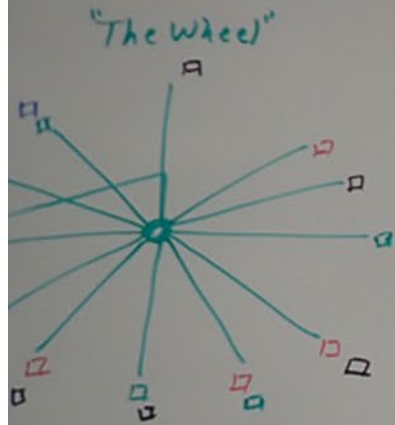
4) Facts/Analysis

Traditional SR

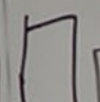
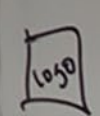
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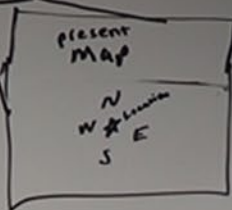
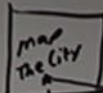
Collage Design



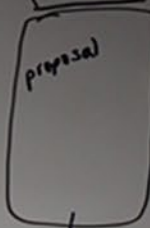
City proud of ...



DATE TAG



property zones jobs

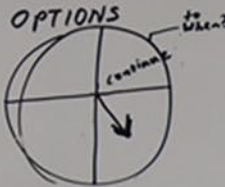


map
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W * E
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check list

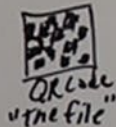
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The Plan

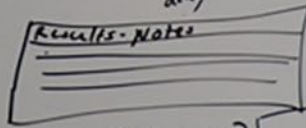


public input =

Comments #
see "the file"



Continue
approve w/ conditions
approve
deny



Where next?



A Mobile Staff Report

- Let's take a look -



Game Board Staff Report

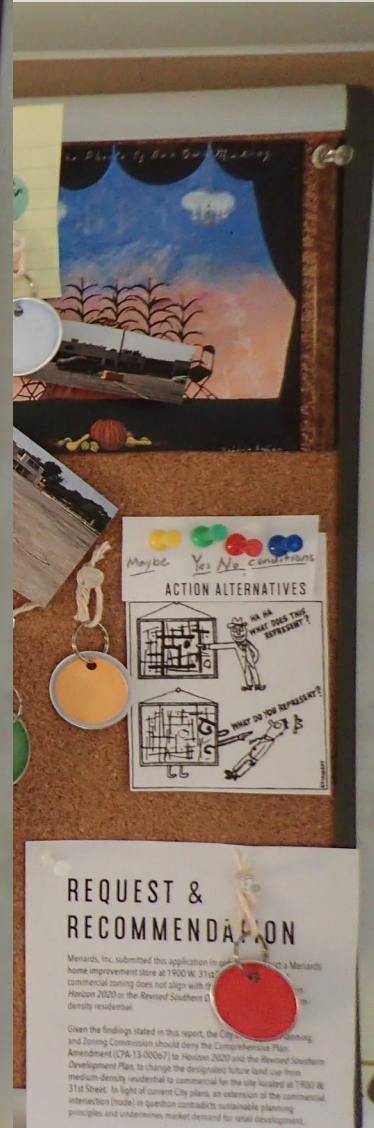
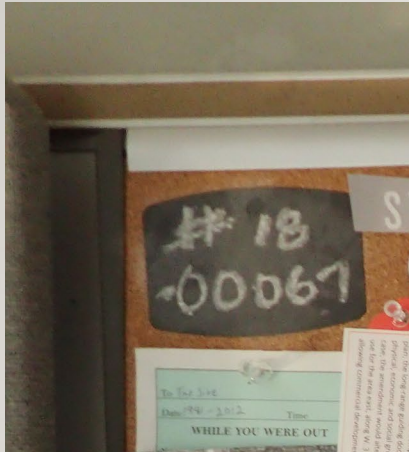


Collage Staff Report

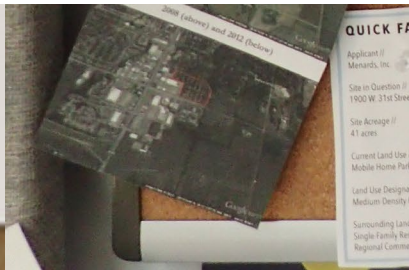


Co

ort



So that was how my thinking was influenced by this process – how about Topeka?





Topeka, Kansas



- **Our Staff Report Evolution**
 - “Legal” - facts and analysis mixed (read)
 - “Decision Maker” - facts and analysis separate (read better)
 - “Influencer” – add video (read, see, hear)
- **Left Brain/Right Brain Together**
- **Asynchronous meetings**
 - People Speaks
 - Story Maps (ESRI)
- **Who is this for?**
 - PC – engaged citizenry
 - Citizens – modern times/reflect demographics
 - Staff – tell a story

Findings So Far

- It is what it is.
- Using art. . . . “I think it helped you!”
- What happened behind the scenes?
- What’s the thought process?
- It depends.
- Hearing from the public.
- There are benefits to just asking.

Thank you!

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Bonnie J. Johnson, FAICP

bojojoh@ku.edu

Bill Fiander, AICP

bfiander@topeka.org

