



**CITY OF BURLINGAME**  
*Community Development Department*  
**MEMORANDUM**

**DATE:** July 13, 2016  
**TO:** Planning Commission Members  
**FROM:** Kevin Gardiner, Planning Manager  
**SUBJECT: Envision Burlingame Project Update and Discussion**

In March 2015, the City of Burlingame initiated a three-year process focused on a community-led effort to update the City’s General Plan and Zoning Ordinance, called “Envision Burlingame.” The General Plan and Zoning Ordinance are the City’s two documents that regulate all land use, environmental and transportation decisions made by City leaders.

The Envision Burlingame process will result in goals and strategies for desired change in the City by answering the question: “How do we want Burlingame to look, function and feel 25 years from now?” To answer this question, residents, business owners and other community members have been engaged in a comprehensive discussion regarding mobility, urban design, recreation and parks, health, natural resources, and economic development opportunities.

Envision Burlingame has three broad objectives:

1. Develop a vision for Burlingame, with particular attention paid to the topics of stability and opportunities for desired change.
2. Update policies and regulations to ensure they address current regional, state and federal requirements.
3. Create an updated and fully digital General Plan and Zoning Ordinance that are easily accessed, understood and applied by the community, property and business owners, and decision makers.

Below is a summary of the overall project schedule based on major project phases, each of which includes a variety of community outreach and public engagement activities and events.

<u>Phase</u>	<u>Status</u>
1. Existing Conditions and Opportunities.....	Completed Fall 2015
2. Vision and Transformative Strategies Framework .....	Completed Spring 2016
3. Concept Alternatives .....	Completed Spring 2016
4. Draft General Plan .....	in Process
5. Environmental Review .....	Summer - Winter 2016
6. General Plan Hearings and Adoption .....	Winter - Spring 2017
7. Zoning Ordinance Update .....	Winter - Summer 2017
8. Specific Plan Technical Updates .....	Fall 2017

Consideration is being given to completing the Zoning Ordinance update in parallel with the General Plan, which would not affect the overall schedule to begin public hearings for the General Plan in early 2017.

## **COMMUNITY ENGAGEMENT AND INPUT PROCESS**

Envision Burlingame includes a robust community outreach and engagement process. The following is a summary of meetings, interviews, workshops, surveys, and other events that have taken place to date.

### *Stakeholder Interviews and Meetings*

At the outset of the Envision Burlingame planning process, the consultant team, MIG, conducted stakeholder interviews with members of the City Council, Planning Commissioners, business owners, residents and others interested in Burlingame's plans for the future. This important step in the General Plan process provided an opportunity to understand the Burlingame community, identify desired project outcomes and gain insight into current issues, assets and opportunities.

### *Community Advisory Committee Meetings*

The Community Advisory Committee (CAC) was established by the City Council early in the process to advise the project team throughout the development of the updated General Plan. Members include representatives from a variety of organizations and perspectives, including neighborhood groups, business groups, transportation and housing advocacy groups, and environmental organizations, as well as residents representing a range of perspectives, including youth, renters, seniors and schools.

The role of this committee is to connect with the various communities and stakeholders of Burlingame for the purpose of advising and making recommendations to the Planning Commission and City Council. The CAC has been very active, having held ten meetings between July 22, 2015, and June 29, 2016. Information on its meetings is available on the project website at: [www.envisionburlingame.org/app\\_pages/view/45](http://www.envisionburlingame.org/app_pages/view/45).

### *Neighborhood Intercept Surveys*

The City held a series of neighborhood intercept surveys in June 2015 at Burlingame's most popular commercial areas to gather information for the Envision Burlingame project. Members of the project team invited people to participate in an interactive exercise that asked them questions about Burlingame using printed poster boards and "voting" stickers. This approach engaged all age groups—especially families with young children—and allowed for informal and educational discussions. A summary of this input is available on the project website at: [http://www.envisionburlingame.org/app\\_pages/view/15](http://www.envisionburlingame.org/app_pages/view/15).

### *Community Workshop #1*

On October 24, 2015, the City hosted the first community workshop on Envision Burlingame. The workshop was held at the Burlingame Recreation Center as an open house so members of the community were free to drop in anytime between 10 A.M. and 2 P.M. The workshop provided an opportunity to learn about the community-driven planning process that will update the City's General Plan and Zoning Ordinance. Over 70 members of the community shared their ideas and vision for Burlingame's future. A summary of this input is available on the project website at: [http://www.envisionburlingame.org/app\\_pages/view/15](http://www.envisionburlingame.org/app_pages/view/15).

### *Community Workshop #2*

On May 21, 2016, the City hosted the second community workshop on Envision Burlingame. Once again the workshop was held at the Burlingame Recreation Center as an open house with

drop in between 10 A.M. and 2 P.M. The workshop provided an array of display boards illustrating various concept alternatives for land use and roadway design. The workshop was paired with a survey, and attendees could complete the survey as they made their way through the display boards. Over 70 members of the community attended. The results are currently being summarized, and highlights will be presented to the Planning Commission in this Study Session.

### Community Survey

The display boards shown at Community Workshop #2 were duplicated in an online version of the workshop survey. More than 175 community members shared their ideas on land use and transportation alternatives through the survey. The survey was available from May 21<sup>st</sup> through June 27<sup>th</sup>. The results are currently being summarized, and highlights will be presented to the Planning Commission at this Study Session.

### UC Berkeley Graduate Students

In February 2016, a group of UC Berkeley graduate students learning about community and stakeholder engagement held an outreach event at the Burlingame Caltrain station. The focus of this event was to engage commuters and young professionals about their thoughts and perspectives related to the future vision for the city.

### Burlingame High School Students

Burlingame High School offers an Architectural Design elective, and this spring the focus was on city planning and urban design. There were three classes, with students in all age ranges and representing the “next generation.” In February members of the consultant team and city staff met with each of the classes to provide an overview of the Envision Burlingame project and introduce concepts of spatial thinking. The following week students embarked on a field trip of Burlingame’s Bayfront area, which will be the subject of their class project. Finally, students developed design concepts for the Bayfront, which were presented at Workshop #2.

## **MILESTONE REPORTS**

In November 2015, a comprehensive *Existing Conditions Report* was published that takes a “snapshot” of Burlingame's current characteristics, trends and conditions. It provides decision-makers, local agencies and the community with context for making land use and policy decisions, and is intended to be objective and policy-neutral. The report, which is a key early milestone report, will also be used as the existing settings portion of the eventual *Environmental Impact Report* prepared for the updated General Plan. The report is available on the project website at: [www.envisionburlingame.org/app\\_pages/view/17](http://www.envisionburlingame.org/app_pages/view/17) and includes the following topical chapters:

- Chapter 1: Introduction
- Chapter 2: Land Use and Urban Form
- Chapter 3: Economics and Market Demand
- Chapter 4: Transportation and Mobility
- Chapter 5: Infrastructure
- Chapter 6: Natural Resources and Hazards
- Chapter 7: Open Space, Parks and Recreation

## **COMMISSION DISCUSSION – EMERGING LAND USE PLAN**

The consultant team has developed an “Emerging Land Use Plan” based on the community feedback gathered over the past year, including the work of the Community Advisory Committee (CAC), input collected at Community Workshops #1 and #2, and the responses to the Online Community Survey. The land use plan includes “focus areas” that are expected to be the primary locations of land use changes resulting from the General Plan update. A workbook describing the Emerging Land Use Plan is attached.

The CAC reviewed the Emerging Land Use Plan at its June 29<sup>th</sup> meeting. Summaries of the various CAC member comments will be presented to the Planning Commission in this Study Session. The Study Session provides an opportunity for Commissioners to weigh in on the proposed land use concept, which will inform an upcoming presentation to the City Council in September.

A draft of the slide presentation is attached for reference. The slides provide a summary of community feedback received to date, including feedback from the CAC on the Emerging Land Use Plan.

Members of the public are encouraged to ask questions and provide comments during this Study Session. The Planning Commission will open a public hearing to receive comments, but comment cards will be made available beforehand so that members of the public may submit questions and receive responses from the project team prior to opening the public hearing. Members of the public may submit comments by addressing the Planning Commission from the podium, and/or by submitting a comment card.

## **NEXT STEPS**

City staff and the consultant team will present the input from the CAC and Planning Commission at a City Council meeting on September 7, 2016. Meanwhile, the CAC will hold its next meeting on July 27<sup>th</sup>, where it will consider the topics of sustainability, the Climate Action Plan (CA), and historic resources.

Through the Fall and Winter of 2016 the consultant team will embark on a first draft of the new General Plan and prepare a draft Environmental Impact Report (EIR). Both the Draft General Plan and EIR are anticipated to return to the Planning Commission for further review next Spring.

### **Attachments:**

- Emerging Land Use Plan workbook
- Study Session slide presentation