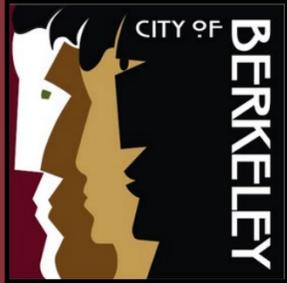


Planning and Development Department Overview

Jordan Klein, Director of Planning and Development
Planning Commission Presentation
September 17, 2025

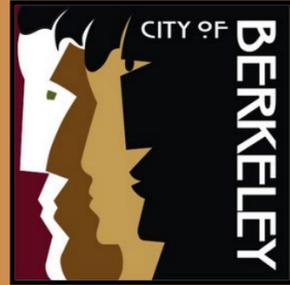




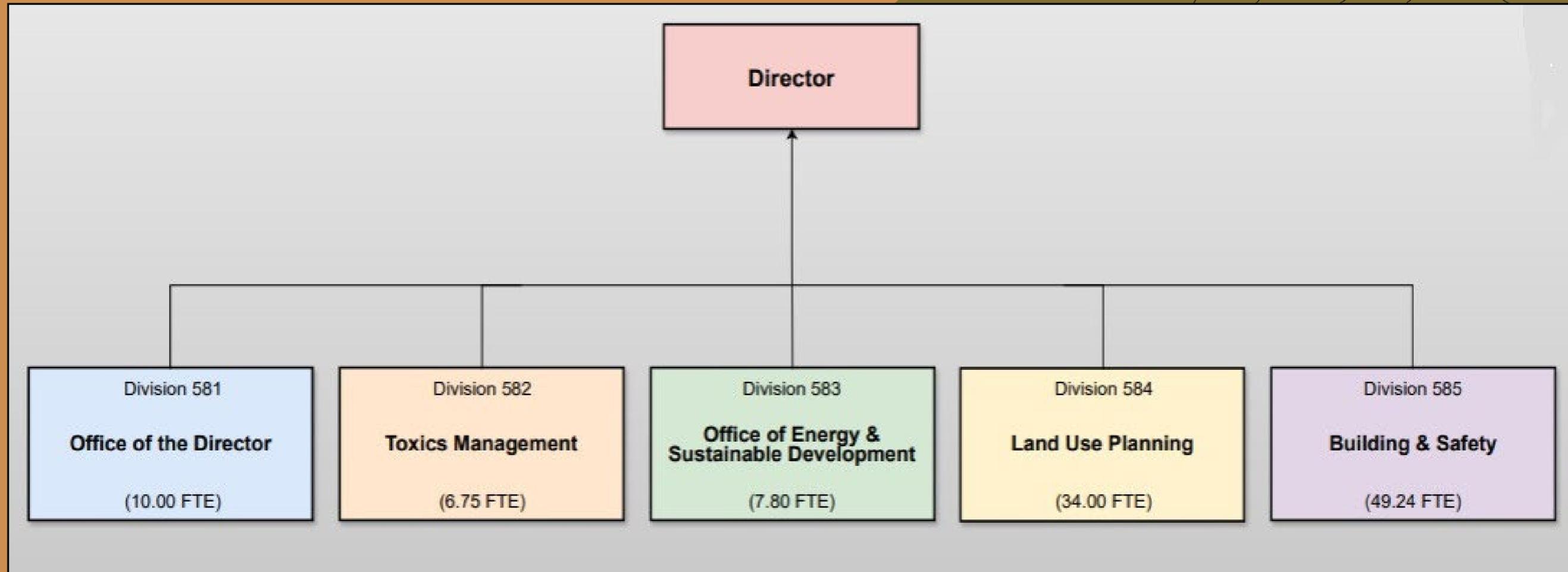
Agenda

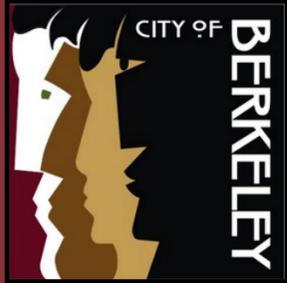
1. About Me
2. About the Department
3. Q & A and Discussion





Planning & Development Department: Staffing and Functions

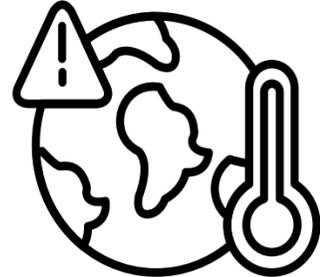




Key Priorities: Strategic Plan Goals



Affordable housing



Addressing climate change



Customer-focused organization



Key Priorities: City Council Referrals

In 2025, 13 of 43 'ranked' Council referrals were to Planning & Development (30% of total)

Top-ranked include:

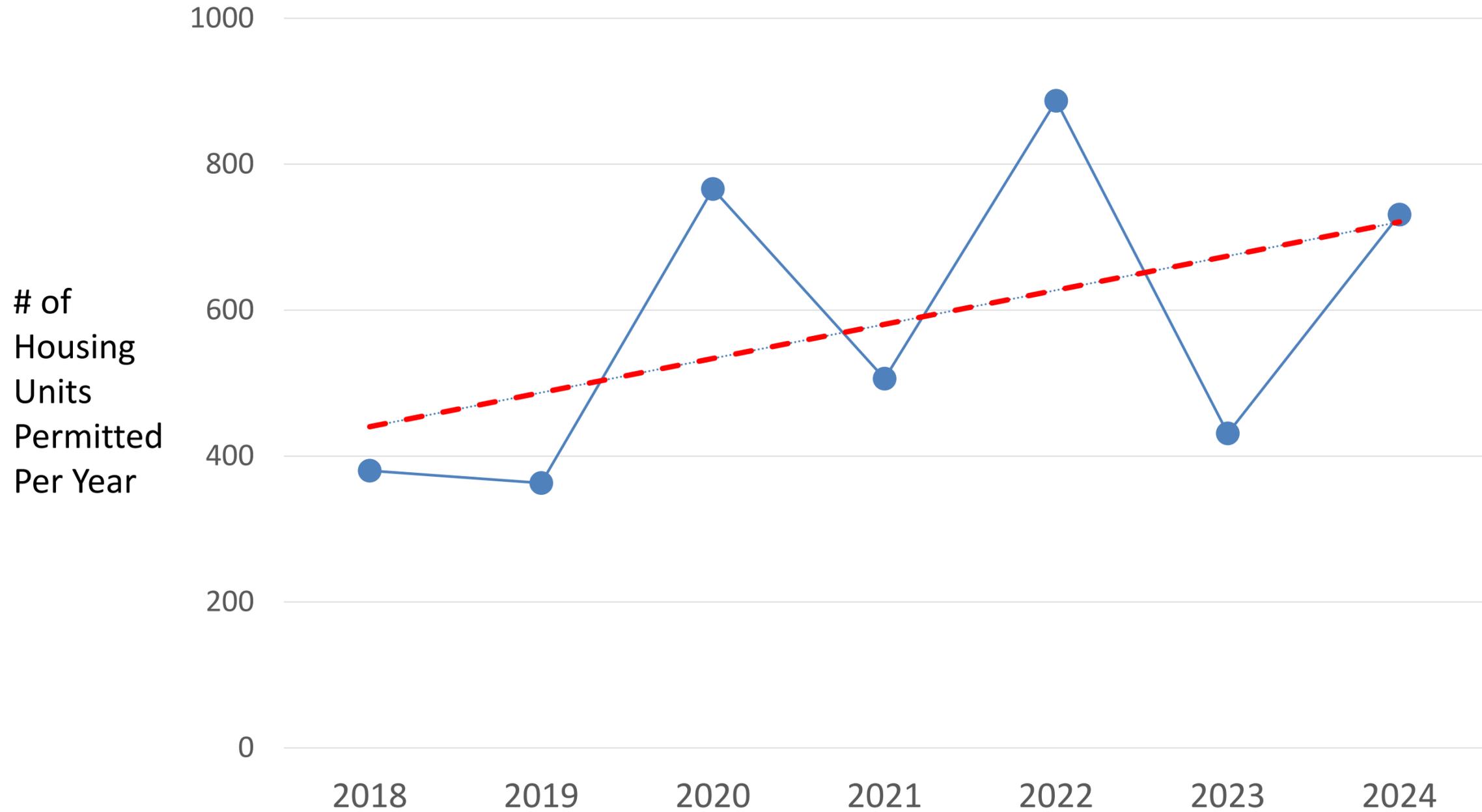
- Enhance Middle Housing Ownership Opportunities (facilitating property subdivision)
- Rezone Gilman Street to Maximize Revenue

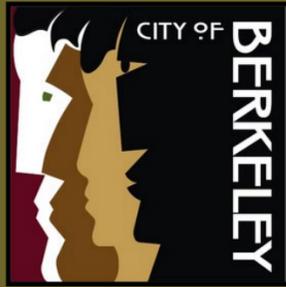
Recently Completed

- Middle Housing
- M-RD zoning district ("Gilman Gateway")
- Amnesty Program for Unpermitted Dwelling Units
- Keep Innovation in Berkeley

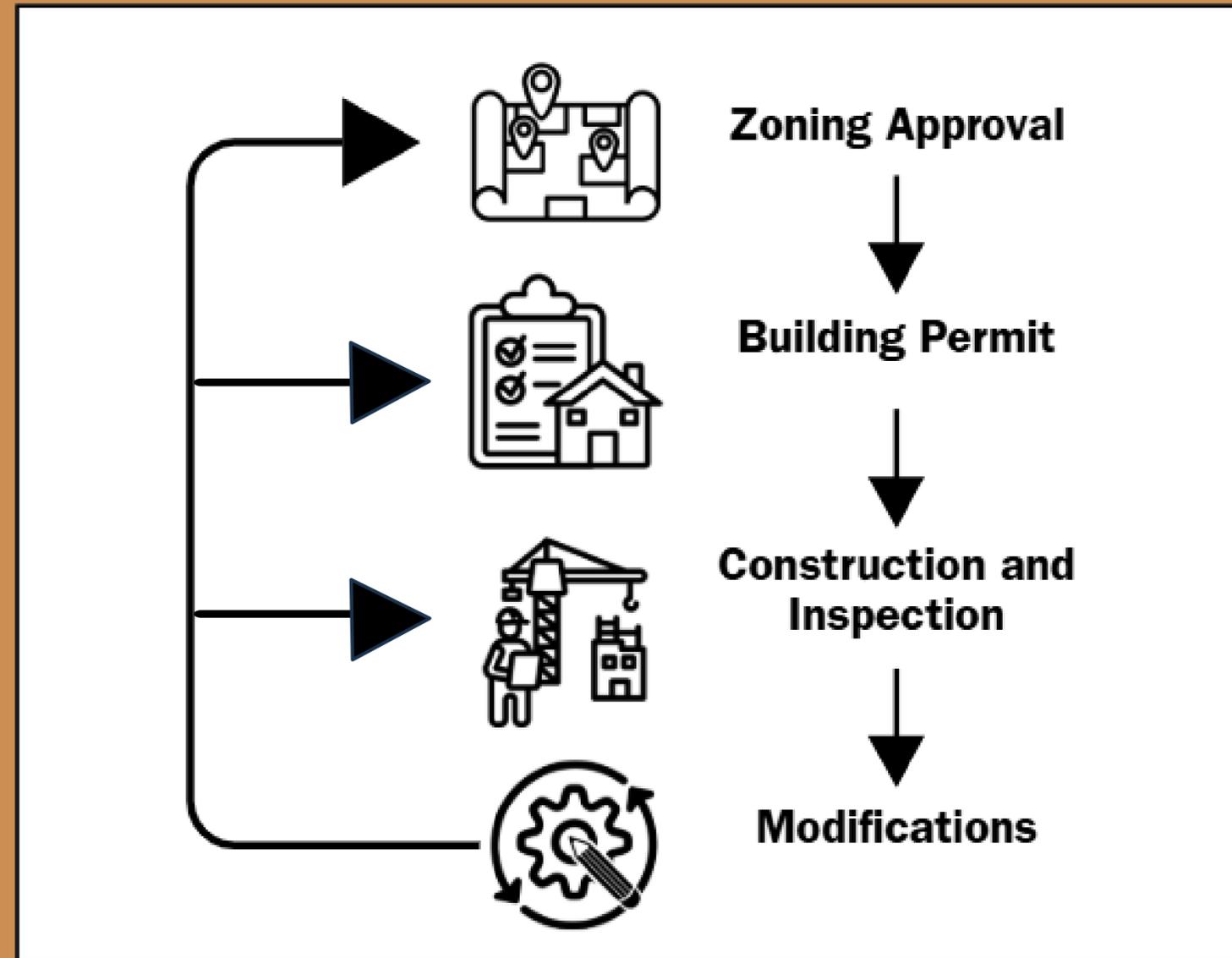


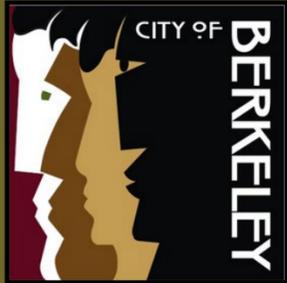
Berkeley's Housing Pipeline, 2018-2024





Guide to the Permitting Process



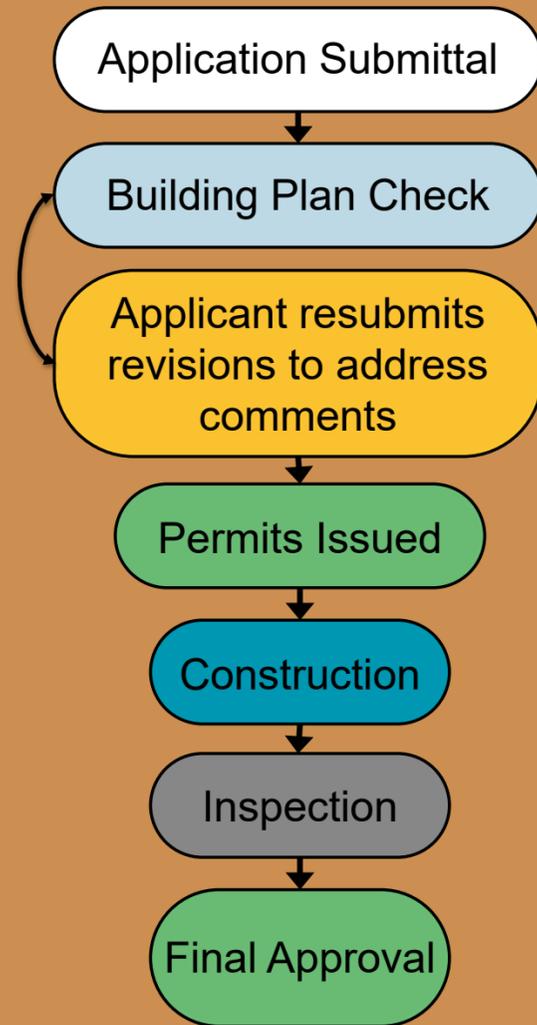


Zoning Permits

	Zoning Certificate	Administrative Use Permit (AUP)	Use Permit
Approval Body	Staff Level	Staff Level or Zoning Adjustment Board (ZAB)	ZAB & Public Hearing
Estimated Approval Time	0 - 30 Days	2 - 8 Months	6 - 24 Months
Example	Open business where similar activity existed	Large renovation	Major mixed-use development



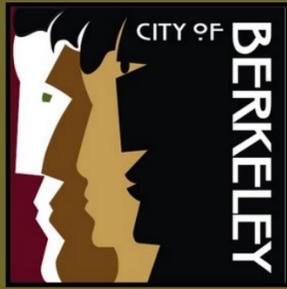
Building Permits



Timeline for Initial Review

Permit Type	Typical Process Time
Over-the-Counter	24 hours
Small Projects	1 week
Medium Size Projects	3-4 weeks
Large Projects	6 weeks





Permit Service Center





Building Code Cycle & Local Amendments

State Code Update Cycle & Local Adoption	CA Building Standards Commission updates State Building Codes every 3 years; local governments must adopt the updated State Code.
Local Amendments	Localities may propose amendments to the State Code based on findings of unique local conditions (climatic, geological, topographical).
Reach Codes	Local amendments that improve public health and meet climate action goals such as increased energy and water efficiency, emissions reductions, and resilience.



Rental Housing Safety Program (RHSP)

Program Goal: Ensure all rental units are safe and in compliance with the Berkeley Housing Code.

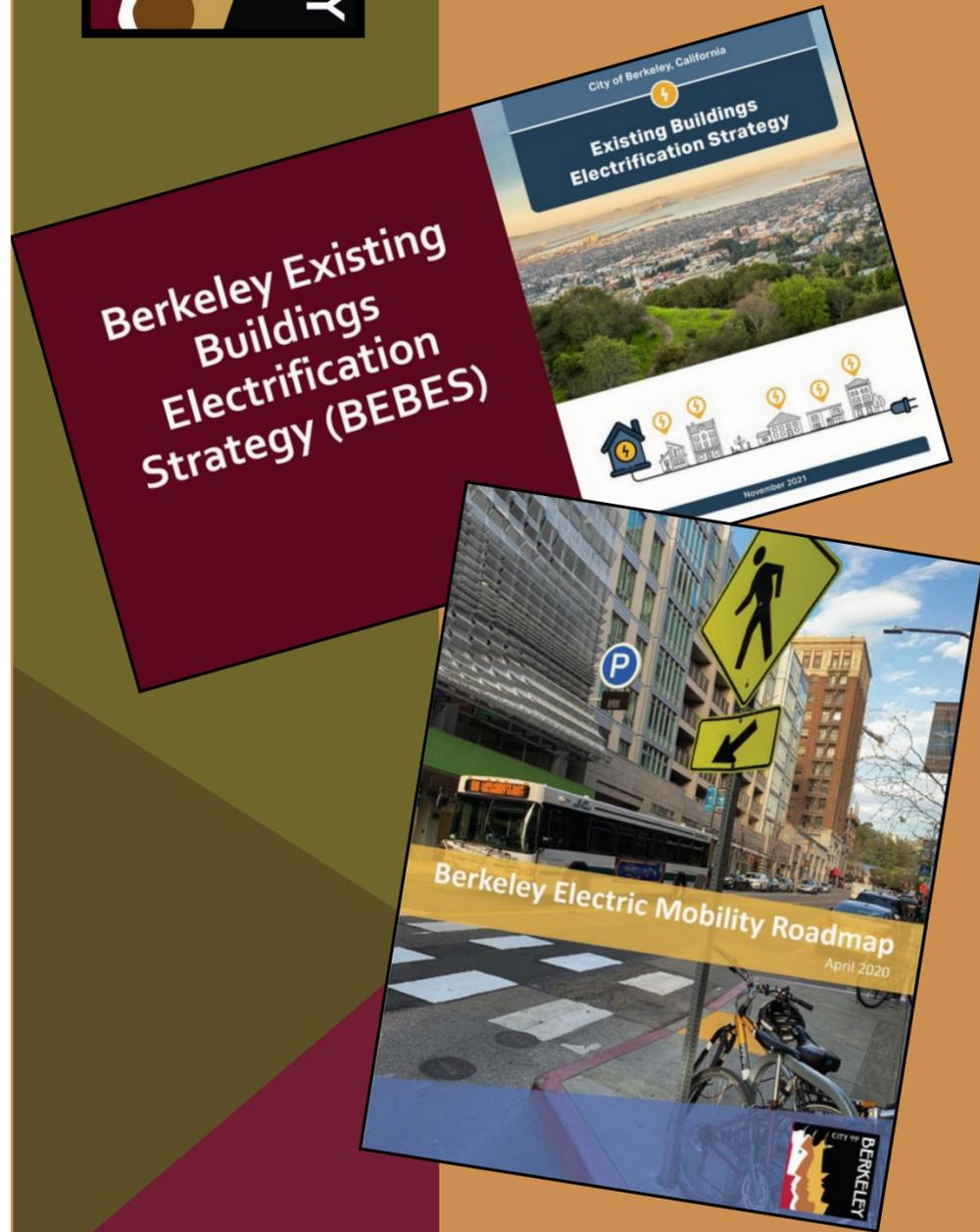
Program Administration and Guidelines

- Annual self-certification requirements, response to tenant complaints, and regular proactive inspections
- Funded by rental unit registration fees
- Tenant notification requirement





Climate Action & Sustainability

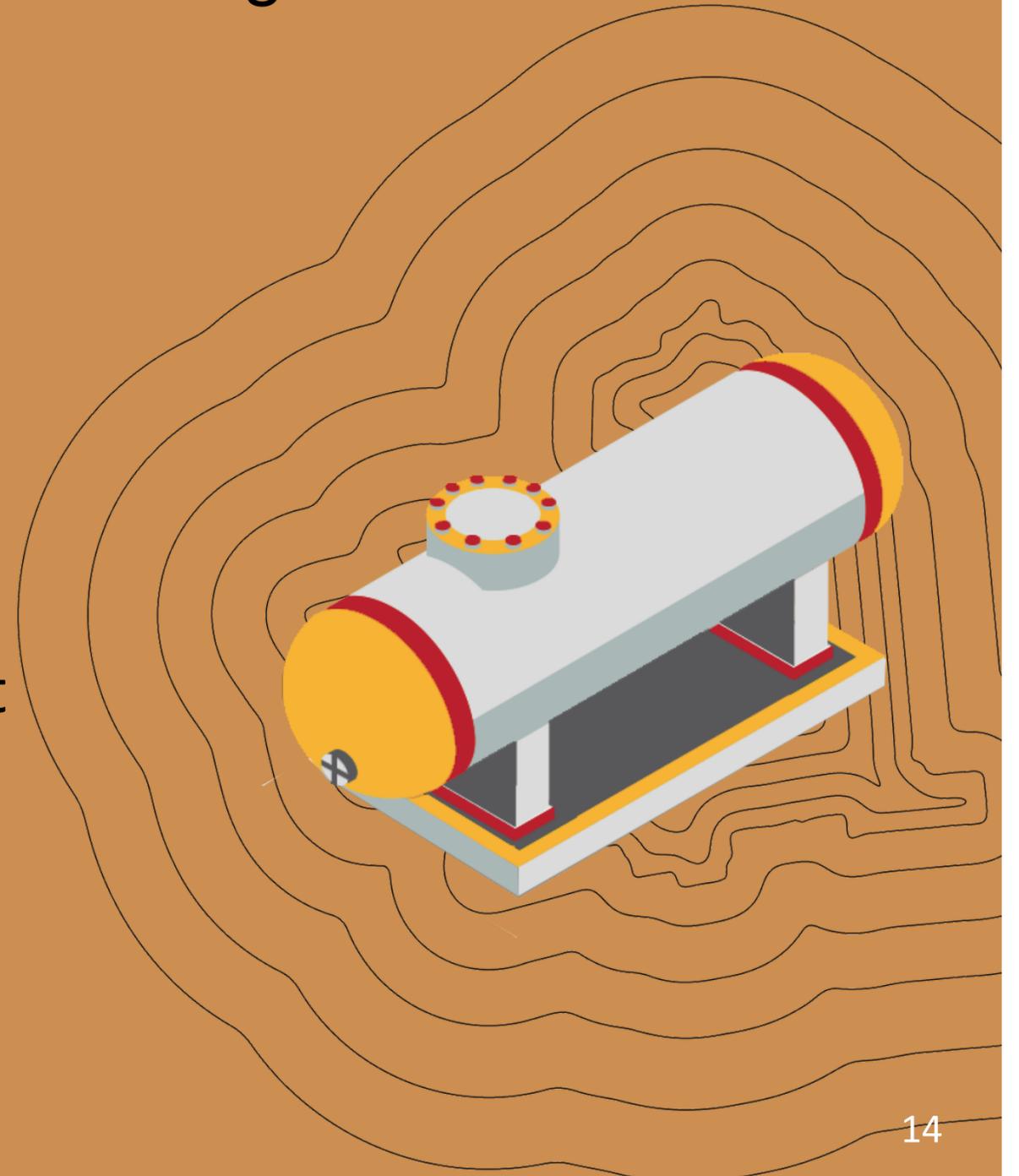


Program Area	Responsibilities / Actions
Climate Action Tracking	<ul style="list-style-type: none"> • Measure and report on progress toward the City's Climate Action Plan goals
Climate Equity Initiatives	<ul style="list-style-type: none"> • Pilot programs for inclusive climate adaptation, serving those most impacted by climate change
Building Energy Efficiency (BESO)	<ul style="list-style-type: none"> • Implement the Building Energy Saving Ordinance, including energy benchmarking and time of sale requirements
Clean Energy Transition	<ul style="list-style-type: none"> • Support electrification of buildings & mobility • Provide education and outreach
Adaptation & Resilience	<ul style="list-style-type: none"> • Promote Solar+Storage for City buildings • Advance climate adaptation solutions
Community Engagement	<ul style="list-style-type: none"> • Emphasize racial equity and community-centered climate actions



Toxics Management Division / CUPA Program

- Hazardous Materials Business Plan Program
- Hazardous Waste Generator Program
- Underground Storage Tank Program
- Above Ground Petroleum Storage Act
- California Accidental Release Prevention





Commissions Staffed by Planning & Development

Commission	Primary Role / Responsibility
Planning Commission	Advises City Council on land use policy matters
Zoning Adjustments Board (ZAB)	Reviews specific development projects requiring discretionary approvals
Landmarks Preservation Commission	Designates structures for landmark status and considers proposed changes to designated structures
Design Review Committee	Reviews project design in non-residential districts (advisory to ZAB)
Environment and Climate Commission	Advises City Council on matters related to environmental sustainability and climate change



The Commissioner's Role

- Advise City Council on policy matters
- Perform quasi-judicial functions in the commission's purview (ZAB, LPC, PC)
- Review materials and seek clarification from staff in advance
- Attend and participate in public meetings, in compliance with the Brown Act
- Avoid conflicts of interest
- Refer to the Commissioner's & Board Members' Manual



Customer Service & Technology

2017 – 2020: Customer Service Audit & Work plans

- Clear and consistent communication
- Improved technology
- Staff development and training
- Effective resource management

2020 – 2025: Implementing Change

- New technology tools: Accela enhancements, Citizenseve, SAIRA, BESO, Energy Manager
- Annual surveys
- Communications tools overhauls

Current Priorities

- Expand policies & procedures manuals
- Permit software replacement



FY26 Adopted Budget by Funding Source

Permit Service Center Fund	\$24.7 M	74%
General Fund	\$3.8 M	11%
Rental Housing Safety Program Fees	\$2.6 M	8%
CUPA Fees	\$0.9 M	3%
FEMA Grant	\$0.7 M	2%
Other Grants and Special Funds	\$0.5 M	2%
Total	\$33.3 M	



Coming Up...

- 2026-2028 Building Code adoption
- Ministerial subdivisions
- Reach codes
- Ashby BART ODS
- San Pablo Specific Plan
- Corridors Zoning Update
- General Plan updates





Thank you!

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