

# FOCUS

a development and conservation strategy  
for the San Francisco Bay Area



## GUIDELINES FOR PROCESSING NEW AND MODIFIED PRIORITY DEVELOPMENT AREAS

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### New PDA

The jurisdiction should submit an application, available on our website at <http://www.bayareavision.org/pdaapplication/>. New PDAs require a resolution from the City Council or Board of Supervisors.

Applications are accepted on a rolling basis and will be reviewed on a quarterly basis. The quarters for the year include: January to March, April to June, July to September, and October to December. Applications received within a quarter will be reviewed at the start of a new quarter. For instance, the review process for an application received in February will begin in April.

When a new PDA application is submitted, the Regional Planner should:

1. Review the application for completeness and eligibility
2. If the PDA meets eligibility and application criteria, make a recommendation about whether to designate the PDA as Planned or Potential. To qualify for Planned PDA status, the plan for the area should:
  - a. Include a map designating the land uses for the plan area
  - b. Identify densities/development intensities for plan land uses
  - c. Include implementing actions/an implementation plan

After review by the Regional Planner, the PDA application and recommended action should be submitted to the Planning Director for approval. Staff recommendations will be presented to ABAG's Regional Planning Committee for approval and then to ABAG's Executive Board for regional adoption. The Regional Planner will send a letter to the jurisdictions confirming the decision about the revision request.

### Moving from Potential to Planned (Plan Adoption)

The jurisdiction must adopt a plan for the area to move from "Potential" to "Planned." Anything less than adoption by the City Council or Board of Supervisors ("accepting" the plan, moving forward on implementation without adoption, etc.) is not sufficient to meet this requirement.

To complete the request for a status change, the Regional Planner should:

1. Request a copy of the adopted plan and the adopting resolution for our records.
2. Review the plan to ensure that it:
  - a. Includes a map designating the land uses for the plan area
  - b. Identifies densities/development intensities for plan land uses
  - c. Includes implementing actions/an implementation plan
3. Have local jurisdiction staff update the PDA application to reflect any changes resulting from the new plan (e.g., new build out housing and job numbers, new Area Information spreadsheet, new infrastructure budget)

After review by the Regional Planner, the revision request should be submitted to the Planning Director for approval. This change does not need to be approved by the Regional Planning Committee (RPC) or Executive Board. The Regional Planner will send a letter to the jurisdictions confirming the decision about the revision request.

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FOCUS is a partnership of four regional agencies.  
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## Revision of an Existing PDA

The jurisdiction should submit a revised application, available on our website at <http://www.bayareavision.org/pdaapplication/>.

The application should note what the purpose of the revision is in the Narrative Section of the application form and provide an updated application form, Area Information spreadsheet, and infrastructure budget. If the revision changes the boundaries of the PDA, the application should also identify the change in the number of housing units and jobs that will be in the PDA (existing and future) based on the new area. A new resolution is not required, unless the jurisdiction has not yet submitted one (which may be the case for some of the CMA-sponsored PDAs).

Change requests will initially be reviewed by the Regional Planner, who should assess whether the revised PDA will:

1. Result in a recognizable "neighborhood," as identified by the local jurisdiction or planning done to date
2. Remain consistent with the PDA eligibility criteria

If the change affects a Planned PDA, the Regional Planner should assess whether the PDA's new boundaries are consistent with an existing plan. If not, then the Regional Planner will need to determine whether the PDA revision results in enough "unplanned" area to require a Potential/Planned designation.

After review by the Regional Planner, the change request should be submitted to the Planning Director for approval. This change does not need to be approved by the RPC or Executive Board. The Regional Planner will send a letter to the jurisdictions confirming the decision about the revision request.

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