

TO: JAMES L. APP, CITY MANAGER

FROM: BOB LATA, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: GENERAL PLAN PROGRAM SCHEDULE AND
REQUEST TO ESTABLISH AD HOC COMMITTEE

DATE: DECEMBER 17, 2002

Needs: For the City Council to review the schedule for the General Plan update program, and to consider options related to the ad hoc committee that will work with the consultants and staff in preparation of the Draft General Plan Elements.

Facts:

1. Based on City Council direction received at the October 15, 2002, Council meeting (to study the impacts of the largest geographic area and population scenario as a basis for determining the appropriate level of growth), the General Plan update program is now entering into its second phase.
2. Attached for your information is a description of the steps to be taken and a Draft schedule for completing the update process.
3. Please note that the first scheduled step in the process is sending a Notice of Preparation (NOP) and to hold a "scoping session" to start the environmental review process. In addition to starting the environmental review process, the issuance of the NOP will establish a deadline for property owners seeking to have land use changes considered within the General Plan update process.
4. Beyond providing an opportunity to review the proposed schedule, the purpose of this report is to seek City Council direction regarding the composition of the ad hoc committee that will work with the City's consultants and staff in preparation of the Draft General Plan text.

Analysis
and

Conclusion: As the attached schedule indicates, there will be a number of workshop meetings to formulate and refine the Draft text of the General Plan. These are anticipated to be relatively long work sessions.

The proposed approach is to review, discuss and confirm each detail of the existing Land Use and Circulation Elements, and to have the consultants prepare the additional draft elements based on the same format as the current Land Use and Circulation Elements.

As the program is now structured (based on prior Council direction), the Parks & Recreation Advisory Committee would recommend a Draft Parks & Recreation Element update. In turn, the full Planning Commission and City Council would meet together and work with the consultants and staff to both review the P&R Element and to prepare the balance of the Draft General Plan Elements.

Based on Council's prior direction, staff's understanding is that the Council may wish to use the full City Council and Planning Commission as the ad hoc Committee that would work with the consultants and staff in confirming and formulating General Plan text. Under this approach, each workshop meeting would be a combined adjourned regular meeting of the full City Council and Planning Commission.

In light of the number of meetings and the amount of time that would necessarily be devoted to preparing the Draft General Plan Elements, the Council could also consider the option of appointing a subcommittee (ad hoc committee). For example, the Council could appoint two Councilmembers and allow the Planning Commission to appoint up to three Commissioners to help formulate a recommended Draft General Plan (which would be subject to confirmation by the full Planning Commission and City Council).

Under this option, a designated subcommittee could work with the consultants and staff to formulate recommended text for the General Plan. The recommended text could then be scheduled for noticed public workshop meetings with the full City Council and Planning Commission (e.g. once every three months during the General Plan program).

Policy
Reference:

General Plan

Fiscal
Impact:

None

Options:

- a. For the City Council to (1) review and comment on the proposed work schedule for the second half of the General Plan update program (including the date of Thursday, January 9, 2003, for the EIR scoping session and the deadline for private property requests for General Plan Amendments); (2) appoint a two-member City Council representation to a General Plan ad hoc committee, which would report back to the full City Council on a periodic basis and provide a final report prior to 12/31/03; and (3) request that the Planning Commission appoint three members to the same ad hoc committee. Staff would confirm the meeting dates with the ad hoc committee and provide the necessary public notice for workshop dates. Public workshops with the full City Council and Planning Commission would be scheduled every three months.
- b. For the City Council to (1) review and comment on the proposed work schedule for the second half of the General Plan update program (including the date of Thursday, January 9, 2003, for the EIR scoping session and the deadline for private property requests for General Plan Amendments); and (2) for the City Council to confirm that it wishes to use the full City Council and Planning Commission as the ad hoc committee to work on the Draft General Plan elements. A schedule for future workshop meetings would be brought back for City Council consideration at the January 7, 2003 Council meeting.
- c. Amend, modify or reject the foregoing options.

Table 1. City of Paso Robles General Plan Schedule

(Updated as of December 4, 2002)

Task	Status	Estimated Date of Completion
<i>1. Project Coordination Meeting</i>	<i>Completed</i>	<i>December 2001</i>
2. Community Outreach (survey)	Completed; final results to be published late April 2002	Jan-Apr 2002
3a. Baseline Report	Completed; draft to be submitted late April 2002	Jan-Apr 2002
3b. Land Demand Market Analysis	Completed; final to be submitted late April 2002	Jan-Mar 2002
<i>4. Planning Festival</i>	<i>Conducted April 13, 2002</i>	<i>April 13, 2002</i>
5. Develop 3 Growth Scenarios	Completed	July 2002
5a. Infrastructure Analysis	In progress; preliminary results received October 2002	October 2002
<i>6. Conduct 3 Workshops</i>	<i>Conducted in June-August 2002</i>	<i>June-August 2002</i>
7. Select Preferred Alternative	Planning Commission and City Council meetings to follow workshops	August and October 2002
8. Develop Draft General Plan Elements	To follow City Council endorsement	Jan-Mar 2003
<i>Advisory Committee Meetings</i>	<i>During General Plan Element development</i>	<i>January 2003 to April 2003</i>
<i>9a. Planning Commission recommends Draft Plan</i>	<i>Following Advisory Committee input</i>	<i>May 2003</i>
<i>9b. City Council endorses Draft Plan</i>	<i>Following Advisory Committee input</i>	<i>June 2003</i>
10. EIR prepared on Draft Plan	Follows Council endorsement of Draft Plan	Jan 2003-Aug 2003
<i>11. Final Plan revision and adoption</i>	<i>Begins following Draft EIR comments</i>	<i>Oct 2003</i>

General Plan Update Work Schedule

This schedule anticipates the time that will probably be needed to work with the General Plan ad hoc Committee in formulating Draft General Plan text. Please note that:

- If the process moves more quickly than anticipated, the City's consultants and staff will be prepared to condense the schedule / work program.
- The amount / level of detail of discussions will help determine the speed with which the process proceeds.

Ad hoc committee meeting #1:

- Review of status of General Plan work program and timeline for completion
- Review of process and timeline for preparing Environmental Impact Report on General Plan update program
- Review of process components (including role of Parks & Recreation Advisory Committee, relationship to Airport Master Plan/Land Use Plan)
- Review of Planning Commission recommendation that was confirmed by City Council on October 15, 2002
- Review of private property owner requests for land use changes in conjunction with the General Plan update process, as well as City staff recommendations regarding refinement of and/or changes to multi-family residential land use designations and development densities
- Integration of Fiscal Impact Analysis model
- Start process of reviewing, confirming, and identifying goals, policies and programs that should be considered for change from what is in the current Land Use Element. (*Note: this may take more than one meeting*).
 - a. Introduction
 - b. City Goals
 - c. Review Overall Land Use Policies and programs
 - d. Review significant policy changes that are being proposed
 - i. Consideration of multi-family land use densities
 - ii. Consideration of mixed use overlay area
 - iii. Provisions for second dwelling units
 - iv. Consideration of historic district overlay area
 - v. Consideration of potential annexation areas
 - vi. Consideration of property owner requests
 - vii. Any other pending policy issues

Ad hoc committee meeting #2:

- Review Draft changes to the recommended General Plan text as directed by the ad hoc committee at the prior meeting.
- Present revised Draft Vision Statement based on recommended City Goals
- Review and confirm the policies and programs in each of the Land Use Element chapters:
 - a. Agriculture Policies and Programs
 - b. Agriculture Land Use Category
 - c. Residential Policies and Programs
 - d. Residential Rural Land Use Category
 - e. Residential Suburban Land Use Category
 - f. Residential Single Family Land Use Category
 - g. Residential Multi-Family Land Use Categories
 - h. Commercial Land Use Categories
 - i. Industrial Land Use Categories
- Review Draft policies for new Land Use Categories
- Review and confirm the policies and programs under Public Services (Note: will need to be coordinated with discussions with Paso Robles School District and Cuesta College).

Ad hoc committee meeting #3:

- Review Draft changes to the recommended General Plan text as directed by the ad hoc committee at the prior meeting.
- Review the relationship between City and County land use patterns.
- Review the boundaries of the Planning Impact Area (PIA)
- Review the boundaries of potential Annexation Areas
- Review General Plan Land Use Map Changes within the City, within potential Annexation areas, and in the PIA Discuss the effect of the “purple belt” and long-term boundaries on the City’s growth and urbanization.
- Review Environmental Protection and Resource Conservation Policies / Programs
- Integrate assumptions regarding the Chandler Ranch Area Specific Plan

- Integrate assumptions related to the Draft Airport Master Plan and Draft Airport Land Use Plan documents
- Address any topics not already covered with regard to the Land Use Element

Public Workshop #1

- Provide an overview of the General Plan program, summarizing the background information presented in the first 3 ad hoc committee meetings.
- Present the ad hoc committee's recommendations regarding the Land Use Element from the first three meetings.
- Provide an opportunity for public review and comments on the process to date.
- For the Planning Commission and City Council to confirm the direction of the General Plan Program relative to the Land Use Element.

Ad hoc committee meeting #4:

- Evaluate and consider public feedback received at the Public Workshop, reflecting on what refinements to the Draft documents may be warranted as a result of
- Review status of Circulation Element of the General Plan, particularly in terms of the data base established with the year 2000 update of that element and the context that the street system is designed to project needs beyond the Planning Horizon of 2025.
- Assess the impacts of proposed land use changes on the Circulation Element
- Discuss the implications of Level of Service (LOS) alternatives, particularly in terms of the cost of providing LOS "C"
- Review the status of the Housing Element, particularly in light of the SLOCOG regional housing allocation plan.
- Evaluate the viability of goals, policies and programs in the current Housing Element and how they may be modified by the General Plan update.
- Explore options related to obtaining State Certification of the City's Housing Element.

Ad hoc committee meeting #5:

- Review Draft changes to the recommended General Plan text as directed by the ad hoc committee at the prior meeting.
- Review the status of the Noise Element of the General Plan, particularly in light of Land Use, Circulation and Housing Element drafts.
- Review the status of the Safety Element, particularly as it relates to the Technical Background Study prepared jointly with the County of SLO.
- Outline the policy issues for the Conservation, Open Space, Parks & Recreation Elements.
- Explore the opportunities and constraints regarding the Conservation, Open Space, Parks & Recreation Elements.
- Discuss the Salinas River Corridor, the “Purple Belt”, de Anza Trail, other trails, and other options relating to the Conservation, Open Space, Parks & Recreation Elements.
- Reach a consensus of parameters within which input will be sought from the Parks & Recreation Advisory Committee.

Meeting(s) with the Parks & Recreation Advisory Committee meeting:

- Review the 1988 Parks & Recreation Element
- Review the latest draft of a new / updated Parks & Recreation Element
- Outline the policy issues for the Conservation, Open Space, Parks & Recreation Elements.
- Explore the opportunities and constraints regarding the Conservation, Open Space, Parks & Recreation Elements.
- Discuss in detail the Salinas River Corridor, the “Purple Belt” and other options relating to the Conservation, Open Space, Parks & Recreation Elements.
- Provide goals, policies, programs, and a schematic concept plan for how the Salinas River corridor could become a multi-use asset to the community.

- Formulate the parameters for recommendations to the Planning Commission and City Council with regard to the Parks & Recreation Element, particularly as it relates to the Conservation and Open Space Elements

Ad hoc committee meeting #6:

- Review Draft changes to the recommended General Plan text as directed by the ad hoc committee at the prior meeting
- Review the input of the Parks & Recreation Advisory Committee
- Review the status of the Airport Master Plan and Airport Land Use Plan and the status of the Chandler Ranch Area Specific Plan
- Evaluate the Fiscal Impact implications of the General Plan.
- Discuss and reach a recommended consensus on all General Plan text and map work that has been prepared to date.
- Review the status of the Environmental Impact Report (EIR) on the General Plan update program
- Review the procedural steps that will be taken to certify the EIR and adopt the General Plan, including discussion of any Statements of Overriding Consideration
- Confirm the actions that will follow-up to adoption of the General Plan, including up-dates to the City's utility Master Plans and the City's Hillside Development Ordinance.

Public Workshop #2

- Provide an overview of the General Plan program, summarizing the background information presented in the next 3 ad hoc committee meetings, including recommendations of the Parks & Recreation Advisory Committee.
- Present the ad hoc committee's recommendations regarding the Circulation, Housing, Noise, Safety, Conservation, Open Space, plus the Parks & Recreation Element from the prior three meetings.
- Provide an opportunity for public review and comments on the process to date.
- For the Planning Commission and City Council to confirm the direction of the General Plan Program to date.