



MEETING DATE: 12/3/07
ITEM NO: 6

COUNCIL AGENDA REPORT

DATE: November 29, 2007
TO: MAYOR AND TOWN COUNCIL
FROM: PAMELA JACOBS, INTERIM TOWN MANAGER *Pth Colbo*
SUBJECT: APPROVE THE PRELIMINARY WORK PLAN FOR GENERAL PLAN UPDATE

RECOMMENDATION:

Approve the preliminary work plan for the General Plan Update.

BACKGROUND:

Initiation of the General Plan Update was discussed at the Council retreat in March. At the meeting, the Council indicated that the General Plan is serving the community well, but an update is desired to consider new issues that have arisen since its adoption. Many of the implementation measures in the plan have been completed. Additionally, the update provides an opportunity to refine existing policies that may not be serving the community as intended or that lack clarity, and to revise information that is no longer current.

DISCUSSION:

Staff has prepared a draft scope of work for the General Plan (attached). This effort is intended to be a fine-tuning of the existing General Plan rather than a comprehensive overhaul of the document. Topics previously identified by the Council for review as part of the update include the following:

- Recreation, Parks and Open Space
- Sustainability and Green Building
- Public Facilities
- Downtown
- Needs of youth and seniors

PREPARED BY:

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Director of Community Development

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Reviewed by: _____ Assistant Town Manager *[Signature]* Town Attorney
_____ Clerk Administrator *[Signature]* Finance ☒ Community Development

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In addition to those issues, staff has identified the following topics that should also be addressed during the update:

- Review the existing General Plan for inconsistencies, ineffective goals and policies, and gaps such as the lack of criteria for subdivisions
- Remove completed implementation measures
- Update fees such as traffic and storm drain mitigation fees
- Conduct a fiscal impact analysis pertaining to the cost of providing facilities outlined in the General Plan such as widening roads, etc
- Incorporate strategic planning concepts into the General Plan as needed

At the retreat, the Council indicated that the General Plan Committee (GPC) will serve as the advisory group for the update. Council input and direction will be sought at major milestones during the update. The role of the GPC is to:

- Work with staff and the consultant to review and refine the Work Plan
- Conduct community workshops
- Disseminate reports to Commissions and Council
- Review the Draft General Plan and EIR and make recommendations to the Planning Commission and Town Council

The Housing Element, which is required to be completed by June 2009, may be conducted under a separate contract by a different consultant. Because of the specific nature this element and the timing required for its completion, staff is currently discussing preparation of the Housing Element with consultants and will forward a scope of work and contract to the Council for approval. Work on this element will be coordinated with the efforts of the General Plan consultants.

CONCLUSION:

If the Council approves the Work Plan staff will prepare a Request for Proposal for consultant assistance with the General Plan Update. Once proposals are received, staff will return to the Council for approval of a contract and initiate the update.

FISCAL IMPACT:

Funding for the inventory will come from the General Plan Update Fund. Sufficient funds are available in this account.

Attachments:

1. General Plan Update Work Plan

TOWN OF LOS GATOS GENERAL PLAN UPDATE

INTRODUCTION

The Town of Los Gatos last updated and adopted its current General Plan eight years ago. The Town Council has indicated that the General Plan is serving the community well, but an update is desired to consider new issues that have arisen since its adoption and to remove completed implementation measures. Additionally, the update provides an opportunity to refine existing policies that may not be serving the community as intended or that lack clarity and to revise information that is no longer current.

As such, this effort is intended to be a fine-tuning of the existing General Plan rather than a comprehensive overhaul of the document. Topics identified by the Council for review as part of the update include the following:

- Recreation, Parks and Open Space
- Sustainability and Green Building
- Public Facilities
- Downtown
- Needs of youth and seniors
- Incorporating strategic planning concepts into the General Plan as needed
- Review the existing General Plan for completed implantation measures, inconsistencies, ineffective goals and policies, and gaps such as the lack of criteria for subdivisions.
- Update fees, such as traffic and storm drain mitigation fees.
- Conduct a fiscal impact analysis pertaining to the cost of providing facilities outlined in the General Plan, such as widening roads

The General Plan Committee (GPC) will serve as the advisory group for the update. Council input and direction will be sought at key milestones during the update. The role of the GPC is to:

- Work with staff and the consultant to review and refine the Work Plan
- Conduct community workshops
- Disseminate reports to Commissions and Council
- Review the Draft General Plan and EIR and make recommendations to the Planning Commission and Town Council

Below is a summary of the work program for all phases of the update. This work includes background research, alternatives analysis, policy formation and preparation of the General Plan and associated EIR.

WORK PLAN SUMMARY

Task A: Project Initiation

The consultant will meet with staff to refine the scope of work, discuss expectations for the schedule, process and work products, and availability of background data and reports. The scope of work will be reviewed with the GPC and a final scope of work will be agreed upon. The consultant will begin collecting background information. A workshop, sponsored by the GPC, will provide the community with an opportunity to identify issues of importance. The consultant and staff will develop a strategy to utilize the Town website as means to provide public outreach during the update.

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| 1. Project Kickoff Meeting w/ staff | 4. Collect Background Information |
| 2. Review Scope of Work with GPC | 5. Public Outreach Meetings |
| 3. GIS Data and Map Assembly | 6. Develop Project Website |

Task B: Prepare Existing Conditions Background Report

This task involves data collection, growth and economic trend analysis, and mapping of the Town's physical characteristics and service areas for inclusion in the Background Report. The Existing Conditions Background Report also identifies future opportunities and constraints, and where appropriate, lays the groundwork for policy development on the full range of environmental, land use and public service issues. The Background Report will also be used as the Existing Setting section of the EIR. The various sections of the report are identified below.

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| 1. Land Use | 8. Public Services |
| 2. Population, Employment and Housing | 9. Noise |
| 3. Circulation and Transportation | 10. Air Quality |
| 4. Biological Resources | 11. Safety and Hazards |
| 5. Cultural Resources | 12. Geology |
| 6. Economics | 13. Hydrology and Water Quality |
| 7. Infrastructure | |

Task C: Identify Issues, Opportunity and Constraints

The objective of this step is to utilize the information compiled in the Existing Conditions Background Report to better inform and support discussions surrounding issues related to the development of the new General Plan and provide a basis for creating sound policies and implementation programs.

The Vision & Guiding Principles sets out the Town's key values and aspirations for the future. This document will guide the development of the General Plan throughout the update process.

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| 1. Review Existing Conditions Report | 3. Develop Framework and Guiding Principles |
| 2. Identify Issues | |

Task D: Development of Alternatives

The consultant will prepare two or three land use alternatives to address key issues identified by the Council, Commissions, the public and staff. The alternatives may potentially address the land use mix, development options for key sites, approaches to commercial corridors, circulation options, and interactions between land use and transportation systems. They will be formulated and analyzed in a manner that meets CEQA requirements for alternatives analysis for the General Plan EIR.

Each of the alternatives will be analyzed for their potential implications. Based on this analysis, a final recommendation on a preferred land use alternative will be developed by the GPC. While the preferred alternative may be one of those presented, it is more likely that it will comprise a hybrid of components from more than one alternative. The preferred land use alternative will be presented to the Planning Commission for input and recommendation. The Town Council will provide final direction regarding the preferred alternative.

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| 1. Formulate Alternatives | 4. Evaluate Three Alternatives |
| 2. Develop Alternatives Work Book | 5. Select Preferred Alternative |
| 3. Present Three Alternatives | |

Task E: General Plan Goals and Policy Development

This task will include review of the existing General Plan and recommendation on which goals, policies and implementation measures should be retained, modified or deleted. New Elements, goals, policies and implementation measures will be developed to address issues identified during the General Plan process. The goals and policies will be evaluated by staff and the GPC. The consultant will then prepare an Administrative Draft General Plan for internal review by staff and a Preliminary Draft General Plan for review by the GPC. At the same time, the consultant will also prepare an implementation plan that outlines measures for measures identified in the General Plan. The implementation plan will prioritize the measures and include a schedule for each project and the responsibility party. The plan will assist the Town in developing future budget and work programs for infrastructure and services to high priority projects identified in the General Plan.

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| 1. Review Existing Goals and Policies | 5. Goals and Policy review by GPC |
| 2. Develop Working Papers of key issues for review with GPC | 6. Administrative Draft General Plan |
| 3. GPC provides direction on key issues | 7. Preliminary Draft General Plan review by GPC |
| 4. Prepare recommended new elements, goals and policies | 8. Draft General Plan |

Task F: Draft EIR

An environmental assessment pursuant to the CEQA will be prepared. This task will be conducted in parallel with the Draft General Plan. Plan policies that serve as mitigation measures will be identified, so the need for additional mitigation should be limited.

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| 1. Prepare Notice of Preparation | 5. GPC Review of Draft EIR |
| 2. Preparation of EIR | 6. Notice of Completion |
| 3. Review Admin Draft EIR | 7. 45 day review period |
| 4. Prepare Draft EIR | |

Task G: Community Workshops

Community Workshops will be held to present and obtain input on the Draft General Plan Element and EIR. Following the Workshops, additional meetings will be held with the GPC to further review and refine the draft General Plan Element based on comments from the Workshop.

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| 1. Review Draft General Plan | 3. GPC Final Review of Draft General Plan and EIR |
| 2. Review Draft EIR | |

Task H: Public Hearings

The objective of this task will be to take the Draft Plan and the Draft EIR through public meetings and hearings leading to adoption of the General Plan. The Draft General Plan and Draft EIR will be the subject of public hearings before the Planning Commission and Town Council.

Following the 45-day EIR comment period, the Final EIR will be prepared, including responses to comments and any necessary changes to the Draft EIR. A Notice of Determination also will be prepared. The mitigation monitoring and reporting program will be included in the Final EIR.

Following adoption, a final version of the General Plan will be prepared.

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| 1. Planning Commission hearings | 3. Adopt General Plan and EIR |
| 2. Town Council hearings | 4. Final General Plan |

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