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# Memorandum

**TO:** Steering Committee Members

**FROM:** Winston Rhodes, AICP, Planning Manager

**SUBJECT:** General Plan Update Review Process

**DATE:** July 13, 2009

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## Background

At the last meeting on June 8, 2009, several Steering Committee members mentioned a previous understanding about review of administrative draft information by Steering Committee subcommittees that was discussed prior to 2008. Use of Subcommittees to review General Plan information could hasten review by decreasing the amount of information each Steering Committee member would need to review in detail before meeting as quorum. Ad Hoc meetings comprised of three or fewer Steering Committee members are not public meetings and can be held at any time or frequency. These meetings are less formal and can be used to more rapidly obtain feedback from Steering Committee members on discreet subjects (e.g. General Plan Elements).

The most recent schedule reviewed by the City Council/Redevelopment Agency Board on June 16, 2009 in conjunction with a Budget Adjustment set a project completion target of June 30, 2010 for the General Plan Update, Zoning Ordinance Update, and Specific Plan including a required Program Environmental Impact Report (EIR).

## General Plan Review Process Options

Two options are provided that could enable action on the project by June 30, 2010 without triggering additional costs but requires more frequent meetings by Steering Committee members and simultaneous review of unedited draft information with City staff.

### Option 1: Simultaneous Public Draft Review by Staff and Full Steering Committee

Administrative draft information prepared by PMC would be provided to the full Steering Committee and would become public information reviewed at public meetings, commented on, revised and endorsed for study as part of the Draft EIR. This approach has been utilized for the General Plan Background Report. This approach is more open but involves more scheduling complexity in order to ensure quorums at each meeting and satisfy Brown Act requirements.

Option 2: Simultaneous Administrative Draft Review by Staff and Steering Subcommittees

Administrative draft information prepared by PMC would be provided to 2-3 person subcommittees. Steering Committee members would select elements to focus on. Subcommittee members would discuss administrative draft with staff and comments would be summarized and forwarded to the full Steering Committee for public discussion. This approach allows for more rapid review and more efficient scheduling of additional meetings and no additional costs.

**Action Requested**

1. Select a review option
2. If applicable, form subcommittees
3. Identify additional meeting dates for Steering Committee and/or Steering Subcommittees to review draft General Plan information

Attachment:

- A. Proposed Housing Element Schedule
- B. Steering Committee Schedule Memo