



City of Sebastopol

Mayor
 Sarah Glade Gurney
 City Council
 Una Glass, Vice Mayor
 John Eder
 Robert Jacob
 Patrick Slayter

City Manager/City Attorney
 Larry McLaughlin
 City Clerk
 Mary Gourley

Agenda Report Reviewed by:
 City Manager/City Attorney *[Signature]*

Meeting Date: Meeting of December 15, 2015
To: Mayor and City Council
From: Kenyon Webster, Planning Director
Subject: General Plan Update/Joint Council-Commission Meetings
Recommendation: Receive Information
Funding: Currently Budgeted: Yes No N/A
 Net General Fund Cost:
 If Cost to Other Fund(s),

Introduction: This is an update on the preparation of a new General Plan. The City's consultant, De Novo Planning Group, will provide the Council with an update on the General Plan process. This memorandum provides background to that presentation.

Background: The General Plan Advisory Committee (GPAC) has completed its work, and at their meeting of December 9, 2015, provided final direction for a preliminary 'GPAC draft' of a new General Plan. The GPAC deserves credit for devoting many hours to discussion of community issues and policies.

The general project objective is completion of the update by the end of 2016, ideally with the current Council, which has directed the update effort. As the project moves forward, this will be a challenging schedule that can only be achieved through diligent work by the consultant, staff, Planning Commission, and Council.

There have been many opportunities for public participation and comment in the update process, including several workshops, all of the GPAC meetings, and several updates to the Commission and Council. These comment and participation opportunities will continue in the upcoming process.

Next Steps: Three 'check-in' joint meetings of the Planning Commission and City Council have been scheduled for January 12, February 9, and March 8. The meetings will be at 7 p.m. at the Youth Annex. It is assumed that the Mayor will chair these meetings.

The meetings will provide an opportunity to review each of the draft Elements as recommended by the GPAC, and to hear any public comment.

At this time, it is anticipated that the first set of issues that will be presented are Land Use and Circulation, which contain some of the most significant policies and programs, including density, growth management, review of two-way streets in the downtown, and traffic level of service policies. The Land Use Element is also an opportunity to discuss the Urban Growth Boundary, with the City's UGB set to expire in 2016.

The purpose of these joint meetings is to identify any *major* missing elements in the draft policies, or significant areas where the Council and Commission do not concur with GPAC recommendations, and to identify these types of issues *prior* to the preparation of the formal draft General Plan and EIR. Public input at the meetings will also contribute to the Commission/Council review process.

Beyond these three meetings, in the future public hearing process, there will be opportunity for both the Commission and Council to review and edit the document in greater detail, or to

make further policy changes.

The intent at this time is to try to confirm that major policy elements substantially track the views of the Commission and Council.

After the Council-Commission review process, the consultant will prepare the formal draft General Plan and Draft EIR, which will then be circulated for at least 45 days of formal public review and comment. A Final EIR, along with any additional changes to the draft General Plan, will then be prepared and be the subject of formal public hearings before the Commission and City Council.

In the upcoming process it will be important for both the Commission and Council to maintain steady forward progress on the update.



MEMORANDUM

TO: Sebastopol Planning Commission

FROM: Ben Ritchie and Beth Thompson, De Novo Planning Group

SUBJECT: General Plan Status Update- The Path Forward

DATE: December 8, 2015

INTRODUCTION

We are nearing a critical and exciting point in the process to update the City's General Plan. This memo provides a brief overview and summary of the efforts that have been completed to-date on this project, and explains the important upcoming workshops that the Planning Commission and City Council will hold to prepare the General Plan for public review.

COMPLETED EFFORTS

Visioning Workshops and Surveys

A series of public Visioning Workshops and a Housing Workshop were held in April and May 2014 in order to identify the community's vision for the future, and to develop principles to guide the General Plan Update. Additionally, City staff and the consultant team developed an online survey to gather additional information from the public related to the General Plan Update. The online survey was available through the General Plan Update website, and was developed to pose similar questions to those posed at the visioning workshops, and to gather additional details regarding City service levels, residential homeownership, employment locations, and economic development priorities.

Existing Conditions Report

To prepare a meaningful General Plan, existing conditions must be understood and documented. The Existing Conditions Report identifies development patterns, natural resources, socioeconomic conditions, and environmental constraints in the city, and identifies the regulatory environment for each topic. This report is a resource for the City Council, Planning Commission, General Plan Advisory Committee (GPAC), City staff, and the De Novo Planning Group team for the General Plan Update and Environmental Impact Report (EIR). The Existing Conditions Report makes extensive use of maps and graphics to help make it accessible to the general public. The Existing Conditions Report provides background data and serves as a technical framework, while the General Plan will focus on goals, policies, and action programs. The Existing Conditions Report was completed and published in August 2014.

Issues and Opportunities Report

Based on public input from community visioning workshops, information contained in the Existing Conditions Report, stakeholder interviews, and direction from City staff, this report identifies key issues and opportunities to be addressed in the General Plan and summarizes input provided by participants of the visioning workshops. This Issues and Opportunities Report provides the General Plan Advisory Committee, the Planning Commission, and the City Council with tools and information for the development of the General Plan Policy Document and associated Land Use and Circulation Maps.

Housing Element

The Housing Element of the General Plan was completed in advance of the rest of the General Plan in order to comply with State-mandated adoption deadlines. The Housing Element was presented to the Planning Commission and City Council over a series of meetings in late 2014 and early 2015, and was adopted by the City Council on March 30, 2015.

General Plan Advisory Committee (GPAC)

The City Council appointed a 16-member General Plan Advisory Committee (GPAC), which consists of members from the Planning Commission, local business owners, residents, and the community at-large. The GPAC collaborated with City staff and the General Plan Update consultant team throughout the development of the General Plan. The GPAC met 11 times between July 2014 and September 2015, to identify key issues and challenges that Sebastopol faces over the next 20-30 years, and to develop the comprehensive set of goals, policies, and actions contained in the General Plan. Each GPAC meeting was open to the public, and numerous members of the public and other local interested agencies attended the meetings and provided detailed input to the GPAC. The final GPAC meeting is scheduled for December 9, 2015. The results of the GPAC's work efforts have culminated in the Preliminary Draft General Plan.

Preliminary Draft General Plan

The Preliminary Draft General Plan represents the culmination of all of the project efforts completed thus far, particularly the successful and collaborative work of the GPAC. The Planning Commission and City Council will be asked to review the Preliminary Draft General Plan in detail over the course of three workshops in early 2016, in order to prepare the document for a public review and comment period.

Community Open House Workshop

Approximately 50 people attended the Open House Workshop on November 19, 2015. The workshop began with a presentation by the consultant team that provided a summary of the GP Update process, explained the role of the General Plan, and then transitioned into an informal workshop with various stations that identify and explain key General Plan issues and approaches (circulation/traffic, land use, economic development, conservation, etc.).

Many workshop participants asked questions and provided input on key issues they think should be addressed in the General Plan Update. Some participants filled out comment cards in order to provide written comments.

In general, the issues and concerns raised by the public during the workshop were similar to the issues and concerns raised during the initial public visioning workshops at the outset of the General Plan Update.

JOINT PLANNING COMMISSION/CITY COUNCIL WORKSHOPS

The Planning Commission and City Council will hold a series of three joint workshops to review and comment on the Preliminary Draft General Plan. Each workshop will focus on 3-4 General Plan Elements, and the Planning Commission and City Council will be asked to provide specific feedback and direction on the contents of the Preliminary Draft General Plan.

The intent of these workshops is to receive final direction on the content of the General Plan and to receive direction to distribute the Draft General Plan for public review and comment.

#1- January 12, 2016 Workshop: Land Use, Circulation, and Community Character Elements

This workshop will focus on the Land Use, Circulation, and Community Character Elements. All members of the Planning Commission and City Council should come to this meeting having read and considered these three elements. The PC and CC will be asked to provide specific edits, comments, and suggested revisions (if any) to these elements. Specific issues to consider include, but are certainly not limited to:

- Are any changes to the Draft Land Use Map warranted?
- Does the PC and CC agree with the GPAC's approach to issues such as development density, growth management, and the Urban Growth Boundary?
- Input on proposed policy approaches to traffic level of service policies and downtown traffic calming options, including consideration of two-way streets?
- Are there any major missing elements in the draft policies, or significant areas where the PC and CC do not concur with GPAC recommendations?

#2- February 9, 2015 Workshop: Community Services and Facilities, Conservation and Open Space, and Community Health and Wellness Elements

This workshop will focus on the Community Services and Facilities, Conservation and Open Space, and Community Health and Wellness Elements. All members of the Planning Commission and City Council should come to this meeting having read and considered these three elements. The PC and CC will be asked to provide specific edits, comments, and suggested revisions (if any) to these elements.

#3- March 8, 2016 Workshop: Noise, Safety, and Economic Vitality Elements

This workshop will focus on the Noise, Safety, and Economic Vitality Elements. All members of the Planning Commission and City Council should come to this meeting having read and

considered these three elements. The PC and CC will be asked to provide specific edits, comments, and suggested revisions (if any) to these elements.

NEXT STEPS

The critical “next steps” in the General Plan Update process are identified and explained below:

Public Review of Draft General Plan and Draft Environmental Impact Report: *Estimated to be in late spring or early summer, 2016.*

The consultant team has begun work on the Draft Environmental Impact Report (EIR), which is required under the California Environmental Quality Act (CEQA). The Draft EIR will analyze and disclose potential environmental impacts associated with implementation of the General Plan.

The Draft EIR and the Draft General Plan will be released concurrently for at least a 45-day public review and comment period. The public is welcome and encouraged to submit comments on both the EIR and the Draft General Plan during this period.

General Plan Finalization and Adoption: *Estimated to be in fall, 2016.*

Following the public review period for the Draft General Plan and Draft EIR, all comments received will be presented to the Planning Commission and City Council for their review and consideration.

The consultant team will prepare the Final EIR, which will include all comments received on the Draft EIR, written responses to these comments, and any minor changes or corrections to the Draft EIR analysis and contents.

The Planning Commission and City Council will direct the consultant team to make changes, if any, to the Draft General Plan in light of the public comments received.

The Final General Plan will be presented to the Planning Commission and City Council for adoption, and the EIR will be presented for certification.