



PLANNING DIVISION  
COMMUNITY DEVELOPMENT SERVICES  
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DATE: March 12, 2008  
TO: Humboldt County Planning Commission  
FROM: Kirk A. Girard, Director of Community Development Services  
SUBJECT: **Staff Report # 13 for March 20<sup>th</sup> Meeting**

**RECOMMENDED COMMISSION ACTION:**

It is recommended that the Commission take the following actions:

STAFF RECOMMENDATIONS:

1. Open the public hearing and receive the staff report.
2. Discuss revisions to the General Plan Update Process and Schedule
3. Take public input.
4. Continue meeting to April 17th, 2008, if necessary.

**SUMMARY**

At the February 21<sup>st</sup> meeting, the Planning Commission discussed the process for completing the review of the General Plan. Various ideas were presented, with direction to staff to return with a more detailed outline of the upcoming process. This staff report includes that outline with options for Commission consideration.

Attachment A is a draft schedule for completing the various components of the general plan; Attachment B is a table showing more detail of these process components; and, Attachment C is a flow chart that shows how the process will lead to a Planning Commission approved draft based on staff, Planning Commission and public input.

GPU Process Suggestions

Two of the suggestions that were discussed included Saturday meetings and workshop style forums where more open debate and discussion could take place than the regular Commission hearings where verbal testimony has usually been limited to three minutes. One concept is to combine these two ideas into Saturday forums for some of the more controversial issues of the general plan. Three suggested topics include:

1. Resource Lands (forest and agricultural)
2. Infrastructure
3. The optional elements

It is envisioned that these forums would provide an opportunity to more fully discuss the policy alternatives on these issues and help Commissioners formulate policy positions. The expected outcomes of these meeting would be Planning Commission direction to staff to research, analyze, and formulate refined alternatives that the Commissioners feel are valid voting choices. The purpose and format of these meetings are open to discussion.

Another component of the process is additional community meetings. Staff has committed to returning to Glendale, Garberville/Redway and Petrolia for follow up meetings. A full second round of meetings is suggested for June and July to review the Hearing Draft Plan and revised land use maps.

The suggested schedule (Attachment A) calls for posting a Hearing Draft General in July, and provides 60 days of public availability before commencing Planning Commission hearings in September.

Attachment C shows the decision-making process flow for the Planning Commission hearings. It shows three meeting sets. The first meeting (continued if necessary) would focus on reviewing the proposed project, summarizing written input received to date, and listening to public testimony.

The second meeting set would focus on analyzing and discussing the major issues raised by public input, and organizing this information into a format for Commission decision-making. It is anticipated that the Commission would begin straw voting on issues to determine consensus (or lack thereof) and the need for additional analysis. Public input would be allowed during this stage, to address any information contained in new staff reports.

The third meeting set would focus on Commission deliberations. It is expected that the public hearing would be closed, and that the discussion would be among Commissioners and staff. The Commission could choose to reopen the hearing for public input for good cause. The Commission would work through a series of straw votes on the sections of the general plan. Information would be gathered for the Planning Commission report, including outstanding issues and disagreement. At the end of the straw voting, the Commission would direct staff to return with an approval packet, including a resolution of approval for the EIR and plan, a Planning Commission Approved Draft Plan, and revised EIR.

#### GPU Materials Format

Attachment B proposes a set of four binders of GPU materials. Binder 1 would be the Hearing Draft General Plan, with the text and policies as presented in Proposed Plan B. Binder 2 would be a compilation of public comments, including alphabetical and subject indexes, and summaries. Binder 3 would be a decision-making support document, which would include a summary and analysis of issues, the other plan alternatives, voting charts, land use map alternatives, and placeholder for additional staff reports. Binder 4 would be the EIR, including placeholders for comments, responses and revisions.

#### **ATTACHMENTS**

Attachment A: Draft Schedule for the General Plan Update (2008-09)

Attachment B: GPU Process/Work Program Table

Attachment C: Flow Chart of Plan Approval Process

**Attachment A - Schedule for the General Plan Update (2008-09)**

TASKS	2008												2009						
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	
<b>Phase IV - Draft Preliminary Plan, EIR and Implementing Ordinances</b>																			
Draft consolidated draft Plan and support documents & design making guide			Draft consolidated draft Plan & Decision making guide				Post for pub review Pre-PC Hearings					Draft revised plan		Post revised plan Pre BOS Hearings					
Prepare EIR	Draft Chapters				DEIR Internal Review		DEIR Public & PC Review					FEIR Public & BOS Review							
Issue ID for forums- staff, public and DEIR			Issue ID																
PC meetings & forums			PC Mtg.	Issue Forums															
Community meetings - land use (follow up and final round)			Community meetings - land use "follow up"			Community meetings - land use "final round"													
Update Web page			Update Web page																
Noticing			Noticing "follow-up" Mtgs.	Noticing Issue Forums		Noticing "last round" Mtgs.	Noticing Plan avail.	Noticing PC Hrgs.					Noticing Plan avail.	Noticing BOS Hearings					
Housing Element			Housing Element																
Prepare Implementation Program and Ordinances			Prepare Implementation Program and Ordinances																
<b>Phase V and VI - Public Review and Adoption of the Final Plan, EIR and Implementing Ordinances</b>																			
Conduct Planning Commission Hearings on Consolidated Planning Commission Version of Plan									Planning Commission Hearings										
Conduct Board Hearings on Planning Commission recommended Draft Plan, EIR and Implementing Ordinances															BOS Hearings				

Attachment B  
GPU PROCESS/WORK PROGRAM 2008-09

GPU Components:	Work products/job duties	Staff	Timeline
Write Plan and associated documents (four binders)			
<b>Binder 1</b> <ul style="list-style-type: none"> <li>Proposed Plan B</li> </ul>	An integrated version of the draft General Plan including all chapters, maps, figures and appendices. (Assemble all plan components, Review for cohesion, review by editor, graphic design and peer review)	Tom Hofweber	March through May (3 months)
<b>Binder 2</b> <ul style="list-style-type: none"> <li>Compilation of Public Comments</li> </ul>	<ul style="list-style-type: none"> <li>Catalog of all comments</li> <li>Summary of comments</li> <li>Response to comments</li> </ul>	Martha Spencer & Cybelle Immitt	March through April (2 months)
<b>Binder 3</b>  Decision making document <ul style="list-style-type: none"> <li>Volume A - Policy</li> </ul>	<ul style="list-style-type: none"> <li>Summary of issues (Explanation of what the issues are, how staff has addressed the issues and how any changes in response to issues impact or change the Framework plan)</li> <li>Summary of public and Planning Commissioner comments</li> <li>Plan Alternatives Voting Charts</li> </ul>	Tom Hofweber	March through May (3 months)
Decision making document <ul style="list-style-type: none"> <li>Volume B – Land Use Maps</li> </ul>	<ul style="list-style-type: none"> <li>Consolidated mapping program - Land use maps for alternatives A, C &amp; D (web based) – with instructions and map key</li> <li>Post on web GIS portal when finalized and publicize widely.</li> </ul>	Tom Hofweber & Chinmaya Lewis	March through May (3 months)
<b>Binder 4</b> <ul style="list-style-type: none"> <li>EIR</li> </ul>	<ul style="list-style-type: none"> <li>Draft chapters</li> <li>Review Chapters</li> </ul>	Michael Wheeler	March through April (2 months)
	Administrative DEIR for internal review only	Michael Wheeler	May through June
	DEIR (official submission to SCH for 45 day review)	Michael Wheeler	July (45 days)
	<ul style="list-style-type: none"> <li>FEIR.</li> </ul>	Michael Wheeler	
<ul style="list-style-type: none"> <li>Housing Element</li> </ul>	<ul style="list-style-type: none"> <li>Draft Element</li> </ul>	Michael Richardson	March – Sept. 2009
Prepare Implementation Program and Ordinances			
	<ul style="list-style-type: none"> <li>Design Implementation Program</li> <li>Draft Ordinances</li> </ul>	Steve Werner	March through 2009
Issue Identification			
<ul style="list-style-type: none"> <li>Issues from Staff Analysis sections</li> <li>Issues from comments</li> <li>Issues from EIR</li> </ul>	Identify key issue topics for forums.	Tom Hofweber & Michael Wheeler	March

Attachment B  
GPU PROCESS/WORK PROGRAM 2008-09

GPU Components:	Work products/job duties	Staff	Timeline
Planning Commission meetings			
<ul style="list-style-type: none"> <li>Forums</li> </ul>	Conduct 3 - 4 forums on topics chosen through the issue identification process	Tom Hofweber & Martha Spencer	May through August
<ul style="list-style-type: none"> <li>Public Hearings</li> </ul>	Hold hearings w/ Planning Commission to review complete plan and provide recommendations to Board of Supervisors	Tom Hofweber	September through November (3 months)
Community meetings (mapping)			
“Follow up” Land use meetings:	<ul style="list-style-type: none"> <li>Glendale</li> <li>Petrolia</li> <li>Garberville</li> </ul>	Tom Hofweber & Martha Spencer	March/April (2 months)
Final round of land use meetings:	<ul style="list-style-type: none"> <li>McKinleyville</li> <li>South Eureka</li> <li>Humboldt Bay (HAF)</li> <li>Fortuna</li> <li>Other as needed</li> </ul>	Tom Hofweber & Martha Spencer	July through August (2 months)
Update web page			
	<ul style="list-style-type: none"> <li>Refresh General Plan Update web page</li> <li>Streamline format to make more user-friendly</li> </ul>	Martha Spencer & Cybelle Immitt	March
BOS Hearings			
	Hold hearings for Board of Supervisors to review final plan and provide direction to Staff	TH	February through April 2009 (3 months)
Noticing			
Land use meetings “Follow-up”	Public meeting notice through media and GPU mailing list	Martha Spencer	March
Land use meetings “last round”	Public meeting notice as well as specific land owner notices about proposed parcel level land use and zoning changes.	Martha Spencer	June
Forums	GPU Mailing list, announcements, media notices and any required noticing	Martha Spencer	Starting in April
Availability of PC version of plan and associated docs	GPU Mailing list announcement and media notices	Martha Spencer	July 1 <sup>st</sup>
PC Hearings	GPU Mailing list announcement and legal notices	Martha Spencer	August
Availability of BOS version of plan and associated docs	GPU Mailing list announcement and media notices	Martha Spencer	December
BOS Hearings	GPU Mailing list announcement and legal notices	Martha Spencer	December 2008

# Flow Chart of Plan Approval Process

