



PLANNING AND BUILDING DEPARTMENT
COUNTY OF HUMBOLDT
ADVANCE PLANNING DIVISION

3015 H Street Eureka CA 95501 Fax: (707) 268-3792 Phone: (707) 445-7541
<http://www.co.humboldt.ca.us/planning/>

MEMO

DATE: May 14, 2012
FROM: Martha Spencer, Interim Director, Planning and Building Department
TO: Board of Supervisors
SUBJECT: Transmittal of General Plan Update (GPU) review materials and Board review process

Dear Board Members,

Planning staff is pleased to transmit the documents your Board will need as you begin deliberations on the Draft General Plan in June. Please note that these documents are all available to the public on the County's website, www.planupdate.org. There are no new materials being presented by staff other than this transmittal memo (which will also be posted on our website for public review). These documents include:

- Planning Commission approved Draft Plan (strikethrough version)
- Planning Commission approved Draft Plan ("clean" copy)
- Draft Environmental Impact Report (DEIR) and associated Appendices
- Key Issues and Plan Alternative Charts with Planning Commission straw votes
- CD with all public comments (includes a separate index for comments on the proposed mapping changes and one for the policy changes)
- Map Book (includes 3 sets of maps):
 - maps illustrating the Planning Commission recommended Draft Plan
 - maps illustrating the differences between the Framework Plan and the Planning Commission recommended Draft Plan (Alternative D to PC)
 - maps illustrating the differences between Alternatives A, B and C
- Select Appendices (like Community Plan Policies)

Included in this transmittal memo is the review process and timeline proposed by the Board Chair and Vice Chair. Staff plans to prepare a Board report for the meeting of June 12, 2012 that provides a greater explanation of this process and an overview of the Planning Commission's approved Draft Plan. Please feel free to call me at (707) 268-3704 with any questions or concerns.

Board of Supervisors Plan and DEIR Review Process Guide

Meeting Schedule:

June 12 – Introduction

June 18th/19th - Key issues – “short list” identification

June 25th/26th - Part 1, Setting/Governance

July 2nd/3rd - Part 2, Building Communities

July 9th/10th - Part 3, Resource Management

July 16th/17th - Part 4, Public Health and Safety

July 23rd/24th - Part 5, Maps and Community Plan Policies (includes Land Use Classifications)

Prior to Hearings:

Step 1. Staff provides the Board with: 1) Planning Commission Approved Draft Plan (strikethrough version and a “clean” copy), 2) Draft Environmental Impact Report (DEIR), 3) Plan Alternative Charts with Planning Commission votes and discussion, and 4) all public comments. These items will be provided to the Board at least one month prior to the first proposed hearing date on the Draft Plan.

Step 2. Staff provides a Board report identifying the areas of known controversy and the recommended “short list” for policy review. The items identified on staff’s “short list” were identified by staff because they either received a split vote by the Commission or the policy or subject matter received a high level of public interest or comments during the scoping phase or Commission hearings. Also included on the “short list” will be any recommended changes to the Planning Commission approved policies as a result of the DEIR. The staff report will be provided to the public in accordance with the Board’s established distribution process.

Step 3. The Board reviews the material at home and identifies any additional “short list” policies, standards and/or implementation measures they would like to add to the review list and any recommended revisions or comments they wish to make regarding these policies.

During First Hearing(s):

Step 3. Receive a staff report on the chapter(s) under discussion, the identified “short list”, areas of known controversy and proposed mitigation measures identified through the DEIR process.

Step 4. Receive public comments.

Step 5. After close of public comments, each Board member verbally provides staff with their final “short list” of key policies, standards and/or implementation measures.

Subsequent Deliberation Hearings:

Step 6. Beginning with the first short list policy, the Chair asks each member to express their initial vote or comment on the policy. After each member’s comment and vote are captured for the record, the Chair may move on to the next policy or subject the policy to discussion and deliberation between members. After sufficient deliberation, the chair will call for final comments and votes. If necessary, the Chair may make a request to staff to revise the policy or provide additional information and continue voting on the policy to the next meeting.

Step 7. Receive a staff report on any outstanding items from the previous meeting.

Step 8. Repeat Step 6 until finished with deliberations.