DATE: March 12, 2008

TO: Humboldt County Planning Commission

FROM: Kirk A. Girard, Director of Community Development Services

SUBJECT: Staff Report #13 for March 20th 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 21st 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)

<table>
<thead>
<tr>
<th>TASKS</th>
<th>2008</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft consolidated draft Plan and support documents &amp; design making</td>
<td>Draft consolidated draft Plan &amp; Decision making guide</td>
<td>Draft revised plan</td>
</tr>
<tr>
<td>guide</td>
<td>Draft consolidated draft Plan &amp; Decision making guide</td>
<td>Draft revised plan</td>
</tr>
<tr>
<td>Prepare EIR</td>
<td>Draft Chapters</td>
<td>Post for pub review Pre-PC Hearings</td>
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<tr>
<td></td>
<td>DEIR Internal Review</td>
<td>Post revised plan Pre-BOS Hearings</td>
</tr>
<tr>
<td>Issue ID for forums - staff, public and DEIR</td>
<td>Issue ID</td>
<td>FEIR Public &amp; BOS Review</td>
</tr>
<tr>
<td>PC meetings &amp; forums</td>
<td>PC Mtg.</td>
<td></td>
</tr>
<tr>
<td>Community meetings - land use (follow up and final round)</td>
<td>Community meetings - land use &quot;follow up&quot;</td>
<td></td>
</tr>
<tr>
<td>Update Web page</td>
<td>Community meetings - land use &quot;final round&quot;</td>
<td></td>
</tr>
<tr>
<td>Noticing</td>
<td>Update Web page</td>
<td></td>
</tr>
<tr>
<td>Noticing &quot;follow-up” Mtgs.</td>
<td>Noticing &quot;last round” Mtgs.</td>
<td></td>
</tr>
<tr>
<td>Housing Element</td>
<td>Housing Element</td>
<td></td>
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<tr>
<td>Prepare Implementation Program and Ordinances</td>
<td>Prepare Implementation Program and Ordinances</td>
<td></td>
</tr>
<tr>
<td>Phase V and VI - Public Review and Adoption of the Final Plan, EIR</td>
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<tr>
<td>and Implementing Ordinances</td>
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<tr>
<td>Conduct Planning Commission Hearings on Consolidated Planning</td>
<td>Planning Commission Hearings</td>
<td>BOS Hearings</td>
</tr>
<tr>
<td>Commission Version of Plan</td>
<td>Planning Commission Hearings</td>
<td></td>
</tr>
<tr>
<td>Conduct Board Hearings on Planning Commission recommended Draft Plan</td>
<td>BOS Hearings</td>
<td></td>
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<tr>
<td>and Implementing Ordinances</td>
<td>BOS Hearings</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- **2008**
  - January: Draft consolidated draft Plan
  - March: Prepare EIR
  - April: Issue ID for forums - staff, public and DEIR
  - June: PC meetings & forums
  - July: Community meetings - land use (follow up and final round)
  - August: Update Web page
  - September: Noticing
  - October: Housing Element
  - November: Prepare Implementation Program and Ordinances

- **2009**
  - January: Phase IV - Draft Preliminary Plan, EIR, and Implementing Ordinances
  - February: Post for pub review Pre-PC Hearings
  - March: DEIR Public & PC Review
  - April: DEIR Public & BOS Review
  - May: FEIR Public & BOS Review
  - June: Post revised plan Pre-BOS Hearings
<table>
<thead>
<tr>
<th>GPU Components:</th>
<th>Work products/job duties</th>
<th>Staff</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write Plan and associated documents (four binders)</td>
<td>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)</td>
<td>Tom Hofweber</td>
<td>March through May (3 months)</td>
</tr>
</tbody>
</table>

**Binder 1**
- **Proposed Plan B**

**Binder 2**
- **Compilation of Public Comments**
  - Catalog of all comments
  - Summary of comments
  - Response to comments
  - Martha Spencer & Cybelle Immitt
  - March through April (2 months)

**Binder 3**
- **Decision making document**
- **Volume A - Policy**
  - 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)
  - Summary of public and Planning Commissioner comments
  - Plan Alternatives Voting Charts
  - Tom Hofweber
  - March through May (3 months)

- **Volume B – Land Use Maps**
  - Consolidated mapping program - Land use maps for alternatives A, C & D (web based) – with instructions and map key
  - Post on web GIS portal when finalized and publicize widely.
  - Tom Hofweber & Chinmaya Lewis
  - March through May (3 months)

**Binder 4**
- **EIR**
  - Draft chapters
  - Review Chapters
  - 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)

- **FEIR.**
  - Michael Wheeler

- **Housing Element**
  - Draft Element
  - Michael Richardson
  - March – Sept. 2009

**Prepare Implementation Program and Ordinances**
- Design Implementation Program
  - Steve Werner
  - March through 2009

- Draft Ordinances

**Issue Identification**
- Issues from Staff Analysis sections
- Issues from comments
- Issues from EIR
  - Identify key issue topics for forums.
  - Tom Hofweber & Michael Wheeler
  - March
### GPU Process/Work Program 2008-09

<table>
<thead>
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<th>GPU Components:</th>
<th>Work products/job duties</th>
<th>Staff</th>
<th>Timeline</th>
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<tbody>
<tr>
<td><strong>Planning Commission meetings</strong></td>
<td></td>
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</tr>
<tr>
<td>• Forums</td>
<td>Conduct 3 - 4 forums on topics chosen through the issue identification process</td>
<td>Tom Hofweber &amp; Martha Spencer</td>
<td>May through August</td>
</tr>
<tr>
<td>• Public Hearings</td>
<td>Hold hearings w/ Planning Commission to review complete plan and provide recommendations to Board of Supervisors</td>
<td>Tom Hofweber</td>
<td>September through November (3 months)</td>
</tr>
</tbody>
</table>

| Community meetings (mapping) | | | |
| **“Follow up” Land use meetings:** | | | |
| • Glendale | | Tom Hofweber & Martha Spencer | March/April (2 months) |
| • Petrolia | | |
| • Garberville | | |
| **Final round of land use meetings:** | | | |
| • McKinleyville | | Tom Hofweber & Martha Spencer | July through August (2 months) |
| • South Eureka | | |
| • Humboldt Bay (HAF) | | |
| • Fortuna | | |
| • Other as needed | | |

| Update web page | | | |
| • Refresh General Plan Update web page | | Martha Spencer & Cybelle Immitt | March |
| • Streamline format to make more user-friendly | | |

| 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 1st |
| 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

Follow-up Community Meetings
  - Public Input

Issue Forums
  - Commission and Public Input

Final Round Community Meetings
  - Public Input

PC Hearing Draft Plan (posted 60 days prior)

PC Hearing Set #1
  - Project Review and Public Input
    - Staff report and Commission discussion
    - Public Input
    - Commission direction for next meeting

PC Hearing Set #2
  - Issue ID, Discussion and Analysis (repeat as necessary)
    - Staff report on issues raised and Commissioner comments
    - Public Input
    - Commission direction for next meeting

PC Hearing Set #3
  - Deliberation and Decision-making (repeat as necessary)
    - Staff report on issues raised and Commissioner comments

Planning Commission Approved Draft
  - Approved revisions

Legend
- Documents
- Data
- Public Input
- Decision

New info

Suggested revisions