



TOWN OF LOS GATOS
GENERAL PLAN UPDATE
GENERAL PLAN UPDATE WORK PLAN

INTRODUCTION

The Town of Los Gatos last updated and adopted its current General Plan eight years ago. The Town Council has indicated that the General Plan is serving the community well, and an update provides the opportunity to refine the Plan, address emerging trends and recent State laws, and consider new issues.

As such, this effort is intended to be a fine-tuning of the existing General Plan rather than a comprehensive overhaul of the document. Topics identified by the Council for review as part of the update include the following:

- Transportation;
- Sustainability;
- Fiscal Stability/Responsibility;
- Diversity/Inclusivity;
- Compliance with the Governor’s Office of Planning and Research 2017 General Plan Guidelines and State law;
- Revisions of inconsistencies, ineffective goals and policies, and gaps;
- Removal of completed action items; and
- Evaluation and potential modification of existing objective standards and creation of new objective standards.

A General Plan Advisory Committee (GPAC) will serve as the advisory group for the update. Council input and direction will be sought at key milestones during the update. The role of the GPAC will be:

- Provide guidance on the development of the General Plan;
- Provide an additional forum for public involvement;
- Forward milestone products to Town Council;
- Review the Draft General Plan and Environmental Impact Report (EIR); and
- Make recommendations to the Planning Commission and Town Council.

Below is a summary of the work plan for all phases of the update. The work plan may be further refined through the selection of a consultant and approval of the consultant agreement by Town Council. As the effort progresses, the Town Council may adjust elements of the work plan.

GENERAL PLAN UPDATE WORK PLAN SUMMARY

Task A: Project Initiation

The consultant will meet with staff to refine the scope of work, and discuss expectations for the schedule, process and work products, and the availability of background data and reports. The scope of work will be reviewed with staff and a final scope of work will be agreed upon. The consultant will begin collecting background information. One or more public outreach meetings will provide the community with an opportunity to identify issues of importance. The consultant and staff will develop a strategy to utilize the Town website as means to provide public outreach during the update.

1. Project Kickoff Meeting with staff
2. Review Scope of Work and Schedule with GPAC
3. GIS Data and Map Assembly
4. Collect Background Information
5. Public Outreach Meetings (see Task H)
6. Develop Project Website (see Task H)

Task B: Prepare Existing Conditions Background Report

This task involves data collection, growth and economic trend analysis, and mapping of the Town's physical characteristics and service areas for inclusion in the Background Report. The Background Report will also be used as the Existing Setting section of the Environmental Impact Report (EIR). The various sections of the report are identified below.

1. Land Use
2. Population, Employment and Housing
3. Circulation and Transportation
4. Biological Resources
5. Cultural Resources
6. Economics
7. Infrastructure
8. Public Services
9. Noise
10. Air Quality
11. Safety and Hazards
12. Geology
13. Hydrology and Water Quality

Task C: Identify Issues, Opportunities, and Constraints

The objective of this task is to utilize the information compiled in the Existing Conditions Background Report and other data sources to identify specific issues, opportunities, and constraints. This analysis should include all of the items identified by the Town Council for the Update, including:

- Transportation;
- Sustainability;
- Fiscal Stability/Responsibility;
- Diversity/Inclusivity;
- Compliance with the Governor's Office of Planning and Research 2017 General Plan Guidelines and State law;
- Revisions of inconsistencies, ineffective goals and policies, and gaps;
- Removal of completed action items; and
- Evaluation and potential modification of existing objective standards and creation of new objective standards.

This task lays the groundwork for policy development on the full range of environmental, land use, public service, and other issues.

1. Prepare Issues, Opportunities, and Constraints Analysis
2. Conduct public outreach (see Task H)
3. Conduct GPAC meeting(s) for review and comment (see Task H)
4. Bring the Analysis, GPAC comments, and other public comments to the Town Council for determination/refinement of focus issues for the Update, including direction for a potential refinement of the General Plan Vision and alternatives development.

Task D: Development of a General Plan Vision

Based on the Council's Guiding Principles and direction from the Issues, Opportunities, and Constraints Analysis, the GPAC will craft an updated General Plan Vision for Council consideration. The Vision sets out the Town's key values and aspirations for the future, guiding the policies and action items for the update to the General Plan.

1. Conduct public outreach (see Task H)
2. Conduct GPAC meeting(s) to draft a General Plan Vision (see Task H)
3. Bring the GPAC's proposed General Plan Vision to Town Council for approval.

Task E: Development of Alternatives

Based on the outcomes and direction from Tasks C and D, the consultant will prepare two or three land use alternatives. The alternatives may potentially address: land use mix,

development options for key sites, approaches to commercial corridors, circulation options, and interactions between land use and transportation systems. They will be formulated and analyzed in a manner that meets California Environmental Quality Act (CEQA) requirements for alternatives analysis for the General Plan update EIR.

1. Formulate Alternatives
2. Develop Alternatives Work Book
3. Present and Evaluate Alternatives with public outreach and GPAC meetings (Task H)
4. Recommend a preferred Alternative by the GPAC to the Town Council
5. Select Preferred Alternative by the Town Council

Task F: General Plan Goals and Policy Development

Based on the outcomes and direction from Tasks C, D, and E, the consultant will identify which goals, policies, and implementation measures should be retained, modified, or deleted. The consultant will draft goals, policies, and implementation measures for review and comment by staff and the GPAC. The consultant will then prepare an Administrative Draft General Plan for internal review by staff prior to the preparation of a Draft General Plan for review by the GPAC and the public.

1. Review Existing Goals and Policies
2. Prepare recommended new goals, policies, and action items
3. Review recommendations by GPAC
4. Prepare Administrative Draft General Plan
5. Prepare Draft General Plan
6. Conduct public outreach and GPAC meeting(s) on Draft General Plan (see Task H)

Task G: Environmental Impact Report

An environmental assessment pursuant to CEQA will be prepared. This task will be conducted in parallel with preparation of the Draft General Plan. General Plan policies that serve as mitigation measures will be identified, so the need for additional mitigation should be limited. After the 45-day public review a Final EIR will be prepared including Response to Comments and Mitigation Monitoring and Reporting Program (MMRP).

1. Prepare Notice of Preparation
2. Conduct Scoping Meeting
3. Preparation of Administrative Draft EIR
4. Staff Review of Administrative Draft EIR
5. Prepare Draft EIR
6. Notice of Completion
7. 45-day review period including GPAC review
8. Final EIR and MMRP

Task H: Community Outreach and Engagement

Community outreach will be conducted in multiple modes and forums to engage as many interested community members as possible in the development of the Draft General Plan and EIR. Below is a summary of the anticipated workshops and meetings to be conducted during the update process.

Kick-Off Meeting: The objectives of this meeting would be to inform the public and community of the value and purpose of the General Plan and the General Plan update. The direction and key issues identified by the Town Council for the update would be presented and community members could provide input on issues, challenges, and the vision for the future of Los Gatos.

Engagement through Technology: The Town will use our website as a portal for information regarding the Update, key documents, and interactive activities to solicit input at various stages of the process. In addition, the Town intends to use its Facebook and other social media accounts to push out information and invitations to workshops, meetings, and public hearings.

Public Workshops: Public workshops would be held at numerous key stages throughout the process including project initiation, issue identification, vision development, alternatives evaluation, goals and policy development, etc.

Panel Discussions: This is an option that the Town may consider to introduce planning innovations to the community, GPAC, and Town Council.

Town Commissions: During the Update process, Town staff liaisons to Boards, Commissions, and Committees will provide progress reports on the Update and receive comments that will be shared with the General Plan Advisory Committee and Town Council.

General Plan Advisory Committee: The Council will appoint a General Plan Advisory Committee (GPAC) to provide guidance on the development of the General Plan, be an additional forum for public involvement, and make recommendations to the Planning Commission and Town Council.

Town Council Meetings: Town Council direction will be sought at major milestones as noted in this work plan.

Task I: Certification of the EIR and Adoption of the General Plan Update

The objective of this task will be to take the Draft Plan and the Draft EIR through public meetings and hearings leading to adoption of the updated General Plan and its EIR. The Draft General Plan and Draft EIR will be the subject of public hearings before the Planning Commission and Town Council.

Following the 45-day EIR comment period, the Final EIR will be prepared, including responses to comments, and any necessary changes to the Draft EIR. A Notice of Determination also will be prepared. The Mitigation Monitoring and Reporting Program (MMRP) will be included in the Final EIR.

Following Town Council certification of the Final EIR and adoption of the updated General Plan, a final version of the General Plan will be prepared.

1. GPAC Final Review of Draft General Plan and Final EIR
2. Planning Commission Public Hearing on the Draft General Plan and Final EIR, and recommendations to Town Council
3. Town Council Public Hearing of Draft General Plan and Final EIR/MMRP
4. Town Council certification of Final EIR and Adoption of General Plan
5. Adopted General Plan published/posted on the Town website