



City of Larkspur

General Plan Update

Steering Committee Process

January 2018

In 2010, a Draft General Plan Update began under the direction of a General Plan Update Citizen's Advisory Committee (CAC) appointed by the City Council. This process produced a draft document that the CAC recommended setting aside while the City completed the Larkspur SMART Station Area Plan, a planning document for the Larkspur Landing area. It was the recommendation of the CAC that the completed Station Area Plan be incorporated in the General Plan. Ultimately, the City Council chose not to adopt the Station Area Plan. Following that decision, it was necessary for the City to focus on several key planning processes, most notably obtaining recertification of the City's Housing Element, before returning to the General Plan Update. The City is now ready to resume the Update process.

While the draft elements from the CAC's work provide a strong framework for the General Plan Update, there remains significant work to be completed in order to finalize the draft, including evaluation of policies on more recent developments, including local/regional studies, plans, and state mandates. There also remains production of a draft document with finished formatting, graphics, maps, and figures. The final draft policies will inform the extent of environmental analysis that will be needed for the public hearing process.

A steering committee comprised of two City Council Members and two Planning Commissioners has been appointed to assist staff in finalizing the Draft General Plan. The charge of the Steering Committee is to provide feedback on the draft and outstanding issues through the lens of elected and appointed officials who review and consider such planning issues as part of their regular public service. During this process, staff will hold a series of study session meetings with the General Plan Update Steering Committee for the purpose of: 1) reviewing updated conditions and/or mandates under state law; 2) considering updated policies and/or options for addressing such changes; and 3) reviewing new graphics, figures, and tables. Although the goals, policies, and action programs for the General Plan Update were largely completed by the CAC, there remain several matters that will need to be further evaluated by the Steering Committee.

In advance of Steering Committee meetings, staff will provide topical reading materials, including related plans and documents to consider, and a list of guiding questions and policy options to consider. In some cases, staff may propose language based upon the overriding themes and goals cited by the CAC. It will be incumbent on the Steering Committee to review the materials and be prepared to discuss and provide policy direction for staff to include in the Draft General Plan Update. The responsibilities of both staff and the Steering Committee in this process are laid out in the attached operating procedures. It is not intended that the study sessions provide a comprehensive review or reconsideration of the goals, policies, and programs of the draft elements prepared through the CAC process.

In addition to the meetings of the Steering Committee, the City has scheduled several public workshops to receive public input on community values and priorities that will help guide the Steering Committee on specific topics. While the Steering Committee study sessions focus on staff receiving direction from the Committee, the public is welcome and encouraged to attend all General Plan Update meetings.

Staff has developed an initial schedule of nine (9) steering committee meetings and (3) public workshops to address specific topics related to finalizing the draft General Plan in 2018 (see attachment). This schedule is intended to provide a defined work plan to refine the document and conclude preparation of the Draft General Plan Update in a timely and efficient manner. Given the limited budget for continued work on the update, it is imperative to remain on schedule in order to successfully complete the General Plan Update. To assist and inform both the public and committee members, staff has developed a General Plan Update Steering Committee webpage that will provide detailed background information, meeting materials and topics, and related documents and plans. While the Steering Committee will be provided a binder with hard copies of draft language and optional/proposed policies and programs, much of the related plan documents and source materials will be accessible via the webpage. We will be regularly enhancing the webpage with meeting materials and updates throughout the process.

Neal Toft, Director of Planning & Building

Attached: GPUSC Schedule of Meetings and Public Workshops (January 9, 2018)
GPUSC Operating Guidelines and Procedures