

City of Milpitas General Plan Update

City Council Briefing and Kickoff

September 06, 2016

BACKGROUND

The state of California requires every city and county in California to adopt a General Plan. The City of Milpitas adopted its current General Plan in 1994. While the City has made various amendments to incorporate new planning documents (2002, 2008, and 2010) and to update the Housing Element (2015), the City has grown and changed significantly since the 1994 update. Additionally, new laws affecting General Plans have been passed and new social and environmental issues have emerged, making the current update of the City's General Plan a critical component of the City's continued success.

The City released a Request for Qualifications (RFQ) in September 2015 for the General Plan Update project, and received six (6) responses from various planning firms. All firms were invited to interview, and the top two firms were asked to submit proposals. From those two, DeNovo Planning Group was selected for the project.

On October 6, 2015 Council approved \$1.2M appropriation for this project, and on April 5th, 2016 City Council approved a contract with DeNovo Planning Group for this same amount. DeNovo has begun and will report on the initial work on this project, which will include an in depth discussion on Land Use, Housing (already adopted, not a part of this work program), Circulation, Noise, Safety, Conservation and Open Space, Air Quality and Energy, Community Design, Economic and Fiscal Sustainability, Flood Management, Parks and Recreation, Water and Implementation. Several documents will be prepared and published throughout the course of this project, including an existing conditions report, issues and opportunities report, land use alternatives report, environmental impact report (EIR) and draft and final General Plan document. This process is expected to take two to two and a half years to complete.

OVERVIEW

De Novo Planning Group and their team of sub consultants have initiated work on a comprehensive update to the City's General Plan. This effort also includes the preparation of an Environmental Impact Report (EIR). The overall work program is scheduled to be completed in approximately two years.

This memo provides a concise overview of our work program, describes the role of the General Plan Advisory Committee (GPAC), identifies the extensive opportunities for community involvement and public outreach, summarizes tasks that have been completed or are currently underway, and tasks that are pending for the coming months.

Purpose of the General Plan Update

The General Plan Update is intended to address the following key components:

- Define a long-term vision for future growth within the City over the next 20 years
- Reflect the goals and values of the community
- Build on recent City planning efforts
- Include extensive public outreach and community participation
- Balance growth, conservation, and quality of life

WORK PROGRAM SUMMARY

Several documents will be prepared and published throughout the course of this project. These include:

- **Existing Conditions Report:** This report will establish the baseline conditions for the General Plan Update, and will document development patterns, land uses, natural resources, utilities, infrastructure, public services, economic and fiscal conditions, environmental constraints, regulatory requirements, and recent City planning efforts.
- **Issues and Opportunities Report:** This report will include a summary of the public outreach efforts, identification of community values and concerns, descriptions of areas of focus for goal and policy development, and the identification of key concerns and potential solutions.
- **Land Use Alternatives Report:** This report will provide a summary of community and City leadership input related to land use changes and three-to-four land use map alternatives. Each alternative will be qualitatively analyzed to determine potential growth effects and the alternative's consistency with the community's vision. This document will serve as the primary tool to aid the City in determining the appropriate growth and land use intensity for the General Plan Update.
- **Draft General Plan:** The General Plan Update will address changes to state law, assess the condition of the City, and provide changes or adjustments necessary to realize the current vision of resident and stakeholders for the City. The existing Milpitas General Plan will be thoroughly reviewed to determine components that should be carried forward and to identify areas where new goals and policies are needed to address the community's desires. The General Plan will include the following stand-alone elements:
 - Land Use
 - Housing (completed in 2015)
 - Circulation
 - Noise
 - Safety
 - Conservation and Open Space
 - Air Quality and Energy
 - Community Design
 - Economic and Fiscal Sustainability
 - Flood Management
 - Parks and Recreation
 - Water
 - Implementation

- **Final General Plan:** Following extensive input from the GPAC, community, Planning Commission, various City boards and commissions, and the City Council, the General Plan will be finalized for adoption by the City Council.
- **Environmental Impact Report (EIR):** A program-level EIR will be prepared. The EIR will address the range of potential impacts associated with adoption and implementation of the General Plan, and will serve as a tiering document for the subsequent review of future development projects.

ROLE OF THE GENERAL PLAN ADVISORY COMMITTEE (GPAC)

The GPAC will play a critical role in the development of the Draft General Plan and Land Use Map. The GPAC will meet approximately 15 times over the course of the project. The GPAC's primary roles include:

- The establishment and articulation of the community's goals, vision, and priorities for the next 20 years.
- Providing input and guidance of the range of issues and topics covered in the General Plan.
- Review and guidance on draft goals, policies, and actions items developed for each General Plan element.
- Direction and input on the General Plan Land Use Map, including development location, density, and range of allowed land uses.
- Serving as community liaisons and project ambassadors in order to ensure that the General Plan reflects the needs and concerns of the entire community.

GPAC FORMATION

The Council is asked to provide direction regarding the formation and appointment of members to the GPAC. Staff and the consultant team recommend that the GPAC consist of approximately 15 members. Members should represent various segments of the community. The Council may wish to consider the appointment of members from the following:

- Bicycle Pedestrian Advisory Commission (BPAC)
- Economic Development Commission
- Development Community
- Neighborhood Organizations
- Civic Organizations
- Residents at-large
- Local Business Leaders or Organizations

PUBLIC OUTREACH AND COMMUNITY INVOLVEMENT

Extensive public outreach and opportunities for meaningful community involvement are the cornerstones of our work effort. The following provides a brief summary of some of the community outreach efforts that will be undertaken:

- ***Visioning Workshops:*** At the outset of the General Plan process, three Visioning Workshops will be held. The Visioning Workshops will introduce the community to the project and will focus on: 1) communicating the intent of the General Plan Update to the public and inviting public input, 2) identifying the overall vision and core values that will guide the General Plan Update, and 3) identifying the community priorities, land use and design preferences of City residents and stakeholders.
- ***GPAC Meetings:*** All GPAC meetings will be open to the public.
- ***City Council and Planning Commission Workshops and Hearings:*** These workshops and hearings will provide an opportunity for the Planning Commission and City Council to review the work and policy direction provided by the GPAC, and to refine the General Plan and Land Use Map prior to completion of the Public Draft General Plan.
- ***Community-Wide Workshop/Open House:*** This workshop will provide an opportunity to present the Draft General Plan to the entire community and receive feedback and input.
- ***General Plan Website and Online Surveys:*** The website will provide regular updates regarding the status of the General Plan, identify the schedule of upcoming meetings, provide minutes and agendas for meetings, and serve as a library of General Plan documents. The website also includes links to the City's online resources, "Contact Us" forms, and online survey and polling exercises. The General Plan Update website can be found online at: milpitas.generalplan.org
- ***Newsletters:*** The De Novo team will prepare periodic newsletters at key milestones during the project that identify the status of the General Plan Update process, provide information regarding upcoming meetings, describe key issues that have been resolved and/or are being raised for discussion, and provide information on how to participate in the process.

KEY TASKS THAT HAVE BEEN COMPLETED OR ARE UNDERWAY

Since execution of the project contract, our team has undertaken the following:

- Conducted a project kickoff meeting with staff
- Completed project initiation tasks, including data collection, establishment of communication protocols, subconsultant work initiation, and work plan finalization
- Construction, design, and launch of the General Plan Update website (milpitas.generalplan.org)

- Drafted sections and analysis for the Existing Conditions Report
- Completed the first General Plan Update Newsletter

PENDING TASKS

Over the next few months, our efforts will focus on completion of the Existing Conditions Report, establishment/formation of the GPAC, and conducting community-wide Visioning Workshops.

The first Visioning Workshop is scheduled for Thursday, September 22. The meeting will run from 6:30-8:30 p.m. at the Milpitas Senior Center Community Room, 40 N. Milpitas Blvd.

We will then proceed with development of the Issues and Opportunities Report, which will be a key resource for the GPAC during future meetings. Our team will also provide written monthly status reports to the City that will outline key tasks completed during the prior month, key project issues that have arisen, and tasks pending for the subsequent month.

COUNCIL INPUT AND QUESTIONS

The Council is encouraged to ask questions about the work plan, GPAC formation and purpose, pending tasks, and provide input on key issues that the General Plan Update should address.



MILPITAS

General Plan Update

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TO: Milpitas City Council

FROM: Ben Ritchie, De Novo Planning Group

SUBJECT: General Plan Update 12 Month Project Schedule- Key Milestones

DATE: August 26, 2016

The table below provides a summary of key tasks and deliverables that are part of the General Plan Update work program over the next 12 months. Overall, the project schedule will take approximately 2 ½ years, with completion anticipated for late 2018. This information will be presented during the September 6th project kickoff meeting with Council.

Task	Description	Approximate Timeframe
Project Initiation	- Staff kickoff meeting - Data Collection - Driving tour of City	Complete
General Plan Website	Online resource for all project matters, including contact forms, surveys, data library, meeting dates, etc.	Website is live, and will be updated throughout the process
Newsletters	Informational newsletters describing the process, key deliverables, opportunities for participation, etc.	The 1 st newsletter is complete, and additional newsletters will be published periodically at key project milestones
Community Visioning Workshops	Workshops to communicate intent of GP update, gather public input on key issues, etc.	September through December 2016. 1 st workshop scheduled for September 22 nd
Existing Conditions Report	Documents existing conditions in the City, including development trends, infrastructure capacity, environmental resources, etc.	Currently underway, with completion by Oct/Nov 2016.
General Plan Advisory Committee (GPAC) Formation	The GPAC will serve as a key advisory body to help develop General Plan goals, policies, actions, and the land use map	Applications and screening/selection from September 2016 through January 2017
GPAC meetings- General Plan Policy Development	A series of approximately 15 meetings to address key issues and craft policy	February 2017 through early 2018.
Issues and Opportunities Report	Identifies key policy issues and potential solutions	Completion by February 2017
Land Use Alternatives Report	Identifies 3-4 growth scenarios and provides supporting analysis of fiscal, economic, traffic, and environmental considerations	Completion by April/May 2017