



MEMORANDUM

TO: City Council

FROM: Brian Pedrotti, Community Development Director

BY: Andrew Perez, Planning Manager

SUBJECT: 2023 General Plan Annual Progress Report

DATE: March 12, 2024

SUMMARY OF ACTION:

The General Plan Annual Report is an informational document identifying work completed in the previous year to implement the City's General Plan. Once received and filed by the City Council, the Report is filed with the Governor's Office of Planning and Research and the California Department of Housing and Community Development.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

No financial impact is projected.

RECOMMENDATION:

- 1) Review and accept the 2023 General Plan Annual Report (the "Annual Report" or "Report") and direct staff to forward the Report to the Governor's Office of Planning and Research and the Department of Housing and Community Development; and
- 2) Find that the request is not a project as defined by the California Environmental Quality Act pursuant to State CEQA Guidelines section 15378(b)(5).

BACKGROUND:

California Government Code Section 65400(a)(2) requires all cities to file a General Plan Annual Report to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD). By statute, the annual report must include the following: (1) the status of the plan and progress in its implementation; (2) the progress in meeting regional housing needs and removing governmental constraints to housing for all income levels; and (3) the degree to which the General Plan complies with State Office of Planning and Research guidelines. The purpose of the Report is to monitor the City's implementation of the General Plan over time, to help identify statewide trends, document progress in meeting the City's share of regional housing needs, and inform local decision makers. Prior to submittal to the state, the Annual Report must be presented to the City Council for review and acceptance. As

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a procedural matter, the Annual Report was also brought to the Planning Commission for receipt and acceptance prior to the City Council since the Planning Commission acts as a "keeper" of the General Plan and is responsible for implementing state planning and land use laws.

The City's General Plan was adopted in October 2001. A number of activities have been undertaken that implement the goals and policies of the General Plan since that time, including the optional elements adopted by the City.

Planning Commission

The Annual Report was presented to the Planning Commission at its meeting on [February 20, 2024](#). The Planning Commission recommended that the report be submitted to the City Council for final acceptance.

ANALYSIS OF ISSUES:

The Annual Report provides an overview of the activities completed or currently being undertaken during 2023 to implement or update the General Plan. No updates to any elements of the General Plan were completed during the 2023 calendar year; however, efforts to comprehensively update the General Plan are underway. On [March 28, 2023](#), the City entered into an agreement with Mintier Harnish, a land use and planning consultant, to assist City staff with the update. During the remainder of 2023, City staff conducted extensive project outreach to solicit community comments and participation. Project branding was developed, a project website was developed, and newsletters were posted to the website. Study sessions with the City Council and Planning Commission were held in August and September to communicate the process, establish a project schedule, and obtain feedback from the community. The City held the first of several planned workshops on October 5, 2023, to identify existing assets, issues, and opportunities in the community. An online survey was also available as an alternative means for the community to provide feedback. The responses from both the workshop and the online survey were used to inform a Community Engagement Summary Report.

Meeting the housing goals established by the City's Housing Element relies on the creation of accessory dwelling units (ADUs). Housing Element Program A.2-1 encourages ADU development through updates to the ADU ordinance and execution of the pre-approved ADU plan program. Plans for the pre-designed ADU plan program, a regional effort with the cities of Atascadero, Grover Beach, and Morro Bay, are complete and are now available for public use.

The City's Annual Report is formatted into two (2) sections:

- Section 1: Introduction, including the legal requirements of the Annual Report and status of the adopted Elements of the General Plan; and
- Section 2: Community Development Department Summary of Activity for 2023

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Accept the 2023 General Plan Annual Report and direct staff to forward the Report to OPR and HCD; or
2. Do not accept the 2023 General Plan Annual Report at this time and provide direction to staff regarding modifications to the Report; or
3. Provide other direction to staff.

ADVANTAGES:

The City will be providing the State with data in compliance with California Government Code Section 65400 and the required April 1st deadline. The information contained in the report provides valuable insights about the effectiveness of housing policies and programs.

DISADVANTAGES:

There are no disadvantages identified with filing the Annual Progress Report.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15378(b)(5). The action is an administrative activity of the City that involves a report only to a State agency on progress regarding the General Plan implementation. The report does not authorize any development or changes to land use. Thus, the project would not result in any direct or indirect changes to the environment, and consequently, this action is not a project within the meaning of CEQA.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

ATTACHMENTS:

1. 2023 General Plan Annual Progress Report