



# CITY OF IRWINDALE

5050 N. IRWINDALE AVE., IRWINDALE CA 91706 • PHONE: (626) 430-2200 • FACSIMILE: 962-2018

ARTHUR R.  
TAPIA  
CHAIR

PATRICIA  
GONZALES  
VICE-CHAIR

ROBERT E.  
HARTMAN  
COMMISSIONER

RICHARD  
CHICO  
COMMISSIONER

LORETTA  
CORPIS  
COMMISSIONER

## AGENDA FOR THE REGULAR MEETING OF THE

### PLANNING COMMISSION

**AUGUST 17, 2016**

**6:30 P.M.**

**IRWINDALE CITY HALL / COUNCIL CHAMBER**

**Spontaneous Communications:** The public is encouraged to address the Planning Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Planning Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Planning Commission will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the **Brown Act**, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Planning Commission may request from staff to investigate and/or schedule certain matters for consideration at a future Commission or City Council meeting.

**Americans with Disabilities Act:** In compliance with the ADA, if you need special assistance to participate in a Commission meeting or other services offered by this City, please contact City Hall at (626) 430-2200. Assisted listening devices are available at this meeting. Ask the Deputy City Clerk if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with disabilities. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

**Note:** Staff reports are available for inspection at the Planning Department Counter, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday).



## Code of Ethics

As City of Irwindale Planning Commissioners, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Commissioner.

These things we hereby pledge to do in the interest and purposes for which our government has been established.

### *IRWINDALE PLANNING COMMISSION*



- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **INVOCATION**
- D. **ROLL CALL: Commissioners: Loretta Corpis, Richard Chico, Robert E. Hartman,  
Vice-Chair Patricia Gonzales, Chair Arthur R. Tapia**

### **SPONTANEOUS COMMUNICATIONS**

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Commission discussion or action on such communications unless 1) the Commission by majority vote finds that a catastrophe or emergency exists; or 2) the Commission by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Commission cannot (except as stated) participate it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then each speaker will be limited to 2 minutes and each subject limited to 6 minutes, unless such time limits are extended.

#### **1. CONSENT CALENDAR**

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the Commission requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding an item on the Consent Calendar.

##### A. Minutes

Recommendation: Approve the following minutes:

- 1. Regular meeting of July 20, 2016

- 2. **NEW BUSINESS**
- 3. **OLD BUSINESS**
- 4. **PUBLIC HEARINGS**
- 5. **DISCUSSION ITEMS**
- 6. **COMMISSIONER COMMENTS**
- 7. **CITY MANAGER'S REPORT AND/OR LEGAL COUNSEL COMMENTS**

**8. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

- A. General Plan Overview
- B. Housing Development Update

**9. ADJOURN**

AFFIDAVIT OF POSTING

I, Cathy Huicochea, Administrative Secretary, certify that I caused the agenda for the regular meeting of the Irwindale Planning Commission to be held on August 17, 2016 to be posted at the City Hall, Library, and Post Office on August 11, 2016.

***Cathy Huicochea***

Cathy Huicochea  
Administrative Secretary

# Agenda Item 1A1

IRWINDALE COUNCIL CHAMBER  
5050 N. IRWINDALE AVENUE  
IRWINDALE, CALIFORNIA 91706

JULY 20, 2016  
WEDNESDAY  
6:30 P.M.

The Irwindale **PLANNING COMMISSION** met in a regular session at the above time and place.

## ROLL CALL:

**Present:** Commissioners Loretta Corpis; Robert E. Hartman; Vice-Chair Patricia Gonzales; Chair Arthur R. Tapia

**Absent:** Commissioner Richard Chico

**Also present:** Gustavo Romo, Director of Community Development; Adrian Guerra, Assistant City Attorney; Debby Linn, Contract Planner; Cathy Huicochea, Administrative Secretary

## SPONTANEOUS COMMUNICATIONS

There were no Spontaneous Communications to report.

### 1. CONSENT CALENDAR

#### A. APPROVAL OF MINUTES

The floor was opened for review of the minutes of June 15, 2016. There were no revisions and a motion was made by Vice-Chair Gonzales to approve the minutes as presented.

**MOTION:** Vice-Chair Gonzales  
**SECOND:** Commissioner Corpis  
**Ayes:** Commissioner Corpis, Commissioner Hartman, , Vice-Chair Gonzales, Chair Tapia  
**Noes:** None  
**Abstain:** None  
**Absent:** Commissioner Chico

### 2. NEW BUSINESS

There were no items to report.

### 3. OLD BUSINESS

There were no items to report.

### 4. PUBLIC HEARINGS

#### A. CONDITIONAL USE PERMIT NO. 04-2016 (ANTONIO HUERTA)

Contract Planner Debby Linn reported that this is a request for approval to operate a smog check only facility in Unit 52 of an existing commercial/industrial services building on property located at 5277 Vincent Avenue in the M-2 (Heavy Manufacturing) zone. Details for the proposed project were presented as follows:

- Project site is surrounding by industrial uses on the north, south and west and by residential uses on the east which are located in the City of Azusa.
- Proposed days and hours of operation are Monday through Friday from 8:00 am to 5:30 pm and Saturday from 8:00 am to 3:00 pm with the business closed on Sundays.

- Parking would be met through the provision of two spaces located directly in front of the unit of the business center and through the use of shared parking of approximately 125 parking spaces that exist at the business center.
- Project is exempt from the requirements of CEQA as it will not result in an expansion of the existing structure and will result in a negligible expansion to the number of businesses already operating within the center as a whole.
- A revision to Community Development Condition of Approval No. B.1 was read regarding the stated date of the plans. The date-stamp of June 29, 2016 was incorrect and should be changed to April 11, 2016 to coincide with the actual date on the plans.

Contract Planner Linn concluded her report and stated staff's recommendation is that the Planning Commission adopt Resolution No. 682(16) approving Conditional Use Permit No. 04-2016 for the proposed smog check facility subject to the revised Conditions of Approval.

The floor was opened for comments and inquiries for staff and the following information was provided in response to inquiries:

- **Surrounding Businesses.** Majority of surrounding uses in the business center are along the same line as the proposed use and are occupied by various small businesses such as automotive supply and sales, automotive repair, automotive body shops and other in kind businesses.
- **General Parking.** With regard to parking, signs are posted designating certain parking spaces for certain units of the business center. More parking is available than there are businesses in operation and although two parking stalls are designated for Unit 52, parking occurs in all different areas of the parking lot.
- **Handicap Parking.** With regard to handicap parking, staff was unaware of there being any designated handicap parking for the business center. The uses are legal non-conforming and were permitted prior to the establishment of the City's Off-Street Parking Code.

There were no further questions for staff and the public hearing was opened. Seeing no public input the public hearing was closed and the floor was opened for further discussion. Seeing none the floor was opened for a motion. Commissioner Hartman motioned to adopt Resolution No. 682(16) approving Conditional Use Permit No. 04-2016 for the proposed smog check only facility with the revised Conditions of Approval.

**MOTION: Commissioner Hartman**  
**SECOND: Commissioner Corpis**  
**Ayes: Commissioner Corpis, Commissioner Hartman, Vice-Chair Gonzales, Chair Tapia**  
**Noes: None**  
**Abstain: None**  
**Absent: Commissioner Chico**

**B. DEVELOPMENT AGREEMENT NO. 01-2015 (MT. OLIVE STORAGE, LLC)**

Community Development Director Gus Romo reported that this is a request for approval to allow the installation of a two-panel, freeway-oriented digital display billboard along the south portion of

the Mt. Olive storage facility located just east of the I-605 Freeway and north of the I-210 Freeway. Details for the proposed billboard were presented as follows:

- A two-panel static billboard was initially at the same location and at the time the lease with Regency Outdoor Advertising had expired. The applicant chose not to renew in order to pursue their own billboard.
- Applicant requests placing the new billboard pole in the exact location as the prior static billboard pole. Staff has analyzed the location in terms of aesthetics and the digital billboard is determined to be at the same freeway height.
- Development standards allow for a maximum height of 65 feet or no higher than that of the adjacent right-of-way. In this case, the proposed billboard is at 70 feet from ground level and no higher than 65 feet from the freeway it will be seen from.
- Typically, when a new billboard is being considered it needs to be within 2,500 feet of another digital display or 500 feet of another static display. The proposed billboard meets both provisions.
- A key provision of the development agreement is an annual development fee. The City is looking to have the developer pay \$60,000 per year which represents \$30,000 per digital display. Also, as a community benefit, the developer will allow the City to advertise on the digital displays free of charge on a space available basis.
- Certain uses will be prohibited such as adult uses and the advertisement of tobacco and marijuana products. All prohibited uses are listed within the Development Agreement.
- Another key provision typically looked at for billboard development agreements is an annual review before the City Council. Also, indemnification to the City for any damages or claims related to the construction of the digital billboard.
- All existing billboards along the I-210 freeway, between the I-605 freeway and Irwindale Avenue, are static billboards. There are two digital billboards along the I-210 freeway, east of Irwindale Avenue, and one is a Clear Channel digital display approved a few years ago.
- The proposed project has been identified as a general rule exemption, whereby the activity is not subject to CEQA based on the fact that a prior static billboard was at the same location at the same height. The proposed digital billboard will be located within a paved area of the Mt. Olive property and there is no environmental concern for the immediate area. A Notice of Exemption will be filed with the Los Angeles County Clerk subject to approval of the project.

Community Development Director Romo concluded his report and stated staff's recommendation is that the Planning Commission adopt Resolution No. 683(16), recommending that the City Council approve Development Agreement No. 01-2015 for the proposed digital display billboard subject to the attendant development agreement.

The floor was opened for comments and inquiries for staff and the following information was provided in response to inquiries:

- **Digital Billboards in the General Vicinity.** There are currently two digital billboards on the north side of the I-210 freeway, east of Irwindale Avenue.
- **Space Availability for City Advertisements.** The anticipated amount of designated space availability was deferred to the applicant since the applicant will deal directly with the advertising company.
- **Depth of Foundation.** With regard to the depth of the foundation and the amount of weight a billboard is allowed to support, calculations have been identified which are also in the architectural drawings for the footing. The footing is believed to be more than six feet and is required to meet the current Building Code versus the Building Code in effect when the original footing was constructed. Staff was uncertain if the wind load standards have changed but this is something the applicant should keep in mind. This shall all go through building plan check and through Caltrans review. Also, a letter from Caltrans included with the staff report indicates Caltrans has performed a preliminary review and the agency is in support of the proposed location.
- **Interpretation of Prohibited Advertisements.** Language in the development agreement regarding the interpretation of prohibited advertisements is based on prior billboards that have been approved. The language has been reviewed by the City's legal team to ensure the interpretation is not so vague and to be able to identify certain types of uses that have been listed out. The types of advertisements to be avoided are adult oriented material, adult businesses, adult bookstores, adult conventions, etc. There have been cases when the City has received complaints of inappropriate advertisements on static billboards where no development agreement exists. Staff would then contact the billboard company as a courtesy on behalf of the complainant. In this instance, the City will have control and no type of adult oriented or offensive advertisements will be allowed based on the development standards.
- **Sale of Billboard.** The development agreement is specifically for the digital billboard and is transferrable to another purchaser should the owner choose to sell. It is similar to a conditional use permit in that it runs with the land and any future owner would be required to abide by the development standards.
- **Sign Face Dimensions.** An explanation was given of various sign face features such as borders, trims, cutouts, three dimensional, and other special advertising features. These types of features generally apply to static billboards and will apply in this case since the billboard is digital.
- **Motion or Movement of Advertisements.** The digital billboard will not only display letters but also advertisements similar to television media advertising. When one advertisement is completed another will appear and may rotate in that manner; therefore, there will not be much motion or movement. Caltrans has requirements for motion and movement which they will control as part of their review. One of their major concerns is with traffic and if the displays might be a potential distraction to motorists. There are also specific standards in the development agreement for movement and motion as well as a provision in the Municipal Code.

- **Luminance of Signs.** Caltrans will also review luminance and brightness of the displays. As with motion and movement, there are specific standards for luminance within the development agreement and which are also part of Caltrans' requirements.
- **Frequency Interruptions.** Details were provided regarding interruptions, disruptions, distractions, blinking, partially illuminated displays and other frequency interruptions. There is currently no set period for responding and correcting these types of problems; however, if any of these should occur, the City, Caltrans, and possibly the billboard company might be notified. A quick response would benefit the billboard company since an advertising company can easily pull their advertisements if a problem is not corrected in a timely manner. As such, billboard companies are very careful to ensure digital billboards are properly maintained since they are very costly.

There were no further questions for staff and the public hearing was opened.

**Carlos Bea, Mt. Olive Storage, 2500 E. Central Avenue, Irwindale**

Mr. Carlos Bea, manager of Mt. Olive Storage, introduced himself on behalf of the storage company and the Bea family. He provided information on the history of the company and spoke about the opportunities of owning their own digital billboard. He also referenced space availability for City advertisements, interval slots between displays, retaining control of advertising content, maybe working in unison with advertising agencies, Caltrans requirements and a few terms outlined in the development agreement.

Mr. Bea expressed thanked staff and the City Attorney's office for their generosity and he also thanked the Planning Commission in recommending approval to the City Council of the proposed project.

There were no questions for Mr. Bea and the public hearing was closed. Since there were no further discussions the floor was opened for a motion. Commissioner Corpis motioned to adopt Resolution No. 683(16), recommending that the City Council approve Development Agreement No. 01-2015 for the proposed digital display billboard subject to the attendant development agreement.

**MOTION: Commissioner Corpis**  
**SECOND: Commissioner Hartman**  
**Ayes: Commissioner Corpis, Commissioner Hartman, Vice-Chair Gonzales, Chair Tapia**  
**Noes: None**  
**Abstain: None**  
**Absent: Commissioner Chico**

**5. DISCUSSION ITEMS**

There were no Discussion Items to report.

**6. COMMISSIONER COMMENTS**

There were no Commissioner Comments.

**7. CITY MANAGER'S REPORT AND/OR LEGAL COUNSEL COMMENTS**

There were no City Manager or Legal Counsel items to report.

**8. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

Community Development Director Romo shared the following updates:

- A handout was distributed from Engineering and Mining Manager Edgar Rojas which was in response to comments from Commissioner Hartman at the June 15, 2016 meeting regarding stagnant water in the flood control channel at the intersection of the I-605 and I-210 freeways. Mr. Rojas had contacted the Los Angeles County Flood Control District and was informed that the Mosquito Vector Control had conducted inspections on March 31<sup>st</sup> and June 30<sup>th</sup> of this year and found no evidence of a breeding ground in the channel area. The County is seeking to modify the outlet of the flood control channel directly draining into the spreading basin to improve the water flow and eliminate the stagnant water. The Flood Control District will need to request funding for the channel modification project design and construction. Updates on the project will be reported as they become available.
- An update was given on the 626 Golden Streets Event. A tentative date of March 5, 2017 is scheduled as the new date of the event and will coincide with the first anniversary of the Gold Line Station opening. Staff has been working together with the event committee and Metro to augment the total amount of the grant to the City of Irwindale. A total amount of \$50,000 is estimated to cover the City's cost for the day of the event and Metro intends to cover approximately \$45,000 of that amount. Future updates on the status of the grant augmentation and the event itself will be reported as they become available.
- An update was given on the Gold Line Station Transit Oriented Development (TOD) Specific Plan. The City received a grant in 2014 for \$460,000 but had to wait until Metro finalized their review process. Metro has now given the City approval to move forward and financing and accounting are in line for the City to cover its own costs and be reimbursed from the grant. A Request for Proposals will soon be sent to consultants for proposals to prepare the TOD Specific Plan along the Gold Line Station. The goal is to connect the Metro Link Station with the Gold Line Station and maybe even create a shuttle service. A few public workshops will be held in the future on the TOD Specific Plan. The Specific Plan will come before the Planning Commission once it has been prepared and they will be the recommending body to the City Council for final action.
- Spoke about the City's General Plan and that he had recently met with Chair Tapia and Commissioner Chico to discuss concerns on if the General Plan is being followed. One item discussed was to perhaps conduct workshops on the General Plan, one element at a time, with the Planning Commission. Staff would like to bring these sessions to the Planning Commission and will also coordinate with Assistant City Attorney Guerra. He also shared that Chair Tapia recently brought up an excellent point to the City Council on consideration of having each of the City's three commissions present reports maybe once or a twice a year regarding any concerns they may have. Staff hopes the City Council will consider this request and to have them done on a regular basis.

Chair Tapia requested that the first workshop be on the Housing Element since there is an existing housing project underway. He pointed out that with the push for more housing and less square footage, beginning with the Housing Element would be beneficial and he asked for the Commission's input.

With regard to housing in general, Commissioner Corpis shared her concern on whether the City has the authority to change the number of housing units. She felt that with every housing project the priority is to construct as many units as possible yet the repercussions afterwards are having families nearly on top of each other which is not healthy. She also asked if the City in the future would have the ability to establish certain distance

requirements to create more of a neighborhood setting rather than a townhouse environment.

Community Development Director Romo replied that changing the number of housing units and establishing certain distance requirements can be done. Current standards are based on the existing Zoning Code which identifies minimum lot size, lot width, lot depth and lot dimensions. It also identifies the number of housing units allowed per acre which is also outlined in the General Plan. If the City desired less dense development, a General Plan amendment would be required. He noted that housing in Irwindale is currently aimed towards affordable single family detached units and no market rate units. He spoke about incentives to developers, bonus density provisions and that the City more than meets its Regional Housing Needs Assessment. He noted that these types of issues can also be coordinated with Assistant City Attorney Guerra as part of the Housing Element workshop.

Chair Tapia asked for an update on the groundbreaking for the new housing project. Community Development Director Romo replied that escrow has already closed for the rehabilitated units and the next step is constructing the new units. He offered to contact Housing Coordinator Theresa Olivares for a written update or perhaps she can give a verbal report at a future meeting. He added that a groundbreaking ceremony will be held and that announcements will be mailed to residents.

- Provided details on the Zoning Code Update. Staff is in the process of completing a draft update which will be sent to Assistant City Attorney Guerra for final review before being presented to the Planning Commission. Staff anticipates having the update ready for the October Planning Commission meeting so that we can be brought to the City Council before the end of the year. He also spoke about a few of the proposed changes and that some will be consistent with the General Plan and General Plan Land Use Designations.
- In response to an inquiry by Chair Tapia on why CEQA guidelines have not been revised since 1970, Community Development Director Romo replied that the CEQA guidelines are not amended unless they are inconsistent with State guidelines. Since there are currently no inconsistencies, staff will continue to refer to the 1970 amendment. If there are any significant changes, such as new categorical exemptions, the Planning Commission will be informed. He added that each year staff receives updated publications for Planning and Zoning Laws, the Subdivision Map Act and CEQA which are provided to ensure that any minor changes, even grammatical, are the most latest versions.
- Assistant City Attorney Guerra introduced new Law Clerk Gabriel Pitassi who has been working with Aleshire and Wynder during the summer months. Mr. Pitassi shared that he is currently working out of the Riverside office but rotates through the firm's different locations. He has had the pleasure of working with City Attorney Fred Galante and attended the last City Council meeting with him. He shared that he is very interested in the dynamics of Irwindale which is very unique to him. He also commended staff and the Planning Commission for the great job they are doing and looked forward to working closer with Assistant City Attorney Guerra.

**9. ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 7:25 pm.

---

Chair Arthur R. Tapia

**ATTEST:**

---

Cathy Huicochea, Administrative Secretary

Approved as presented at the meeting held August 17, 2016.

# Interoffice Memo



**Date:** August 17, 2016

**To:** Honorable Chair and Members of the Planning Commission

**From:** Gus Romo, Community Development Director

**Subject:** Draft 2016 General Plan Guidelines from the State Office of Planning and Research (OPR)

---

OPR is in the process of revising the State of California's General Plan Guidelines. Attached is the draft Table of Contents to give the Planning Commission an idea of what the document entails. As part of our General Plan Overview during Director Comments, I will go over the Table of Contents and give a brief overview of the purpose and major elements of a General Plan. The entire 400+ page document will be shown from our projector to identify some of the major aspects of the document. However, in the meantime, feel free to go online and review the draft document at:

[https://www.opr.ca.gov/docs/DRAFT\\_General\\_Plan\\_Guidelines\\_for\\_public\\_comment\\_2015.pdf](https://www.opr.ca.gov/docs/DRAFT_General_Plan_Guidelines_for_public_comment_2015.pdf)

Draft Document

Draft for Public Comment

**Thank you for your interest in the update to the General Plan Guidelines. This process has involved extensive outreach, engagement, and collaboration with state agencies and stakeholders, and there is still work to be done! As we begin the public review period of the draft content, we continue to refine and improve the model policies, data, and resources sections throughout the document.**

**This is a public draft of the update to the General Plan Guidelines for the State of California. This comprehensive update seeks to create a suite of tools for planners, practitioners, and the general public to help update local general plans. This “general plan guidelines package,” once complete, will include:**

- The general plan guidelines document (draft of text only presented here) updated with sections on visioning, community engagement, social equity, resilience, economic development, healthy communities, and climate change, as well as links to data, tools, resources, and model policies throughout
- The general plan guidelines GIS based data mapping tool, currently in beta (<http://maps.gis.ca.gov/demos/opr/genplan/Landing.html>) being updated during this review, which will allow all users access to large amounts of free data, organized by elements and by themes, for creating their general plans
- The updated general plan guidelines website which will house the document, the data tool, and links to resources, examples, and other tools. The new website will be easily navigable, allowing the user to access the information they want without having to dig through hundreds of documents, but also directing them to related information and resources.

**We will be conducting extensive outreach during this review period to engage diverse community members on the guidelines and the tool. The guidelines, presented here, are text only, in order to solicit feedback on content alone. The final document will include graphics, additional model policies with links, and additional data suggestions with links. It will also be presented on a user friendly platform, allowing users the option to use the online format or download a pdf.**

**The tool is being updated with additional data layers, informed by data experts across sectors. Additionally, we will periodically create sample maps using the GPG mapping tool, to demonstrate new or existing functionality and uses.**

**Please note, this draft has not incorporated any changes from legislation in the current cycle, such as SB 379. These changes will be incorporated prior to finalizing the draft.**

**We welcome any comments, questions, or other feedback you may have on this draft. The public comment period will last 60 days, and end at 5PM on December 18<sup>th</sup>. Please send any comments to [info@opr.ca.gov](mailto:info@opr.ca.gov). Thank you**

Draft Document

Draft for Public Comment

**Director's Message**

DRAFT FOR PUBLIC COMMENT

Draft Document

Draft for Public Comment

**Acknowledgements**

DRAFT FOR PUBLIC COMMENT

Draft Document

Draft for Public Comment

## Table of Contents

|   |    |
|---|----|
| Chapter 1: Introduction .....   | 1  |
| Recommendations and Sample Language.....                                | 4  |
| How to Use these Guidelines:.....                                       | 6  |
| Statutory Requirements .....  | 6  |
| Requirement Description.....  | 7  |
| Recommended Data .....  | 7  |
| Recommended Policies .....  | 7  |
| Chapter 2: A Vision for Long-Range Planning .....                       | 10 |
| Local General Plans and Statewide Goals.....                            | 10 |
| California's Planning Priorities.....                                   | 11 |
| California's Climate Change Policy and Local Communities .....          | 11 |
| Why the General Plan Matters.....                                       | 13 |
| General Plan Basics .....   | 15 |
| General Plan Elements .....   | 15 |
| Criteria for the General Plan.....                                      | 19 |
| Comprehensiveness .....   | 19 |
| Geographic Comprehensiveness.....                                       | 19 |
| Regional Context.....   | 20 |
| Issue Comprehensiveness .....   | 21 |
| Internal Consistency .....  | 22 |
| Equal Status Among Elements.....  | 22 |
| Consistency Between Elements .....                                      | 22 |
| Consistency Within Elements.....  | 23 |
| Area Plan Consistency.....  | 23 |
| Text and Diagram Consistency .....                                      | 23 |
| Long-Term Perspective.....  | 24 |
| Considerations for General Plans .....                                  | 25 |
| Area Plans, Community Plans, and Specific Plans .....                   | 25 |
| Adoption of Another Jurisdiction's General Plan and Joint Adoption..... | 26 |

Draft Document

Draft for Public Comment

**Chapter 3: Public Engagement and Outreach**.....28

Introduction.....28

Process Design.....30

    Establish an outreach strategy.....30

    Oversight responsibility.....31

    Advisory Committee/Board.....31

    Survey of overlapping efforts.....32

    Scale.....32

    Partnership.....32

    Cultural Considerations.....33

    Outreach Structure.....35

    Data.....36

    On the horizon.....37

Engagement Tools.....37

    Web Based Meeting and Engagement Tools.....38

    Mailings- emailed or regular mail.....38

    Surveys.....38

    Meeting, Workshops, and Events.....39

    Activities.....39

    Tours.....40

    Open Houses.....40

    Community Image Surveys (Photo voice) and Taking pictures.....40

    Design Charrettes.....40

**Chapter 4: Required Elements**.....42

Introduction.....42

    Relationships Among Elements and Issues.....42

    Mandatory Element Format.....46

**Land Use Element**.....47

Introduction.....47

Required Contents.....48

    Density and Intensity.....50

Statutory Requirements.....52

    Diagram.....52

Draft Document

Draft for Public Comment

|   |           |
|---|-----------|
| <i>Requirement Description:</i> .....   | 52        |
| Housing, Business, and Industry .....   | 55        |
| <i>Requirement Description:</i> .....   | 56        |
| Open Space, including Agricultural Land, Natural Resources, and Recreation .....                  | 58        |
| <i>Requirement Description:</i> .....   | 58        |
| Educational Facilities .....  | 60        |
| <i>Requirement Description:</i> .....   | 60        |
| Public Buildings and Grounds .....  | 62        |
| <i>Requirement Description:</i> .....   | 63        |
| Solid and Liquid Disposal Facilities .....  | 63        |
| <i>Requirement Description:</i> .....   | 64        |
| Identify and Annually Review Areas Subject to Flooding .....                                      | 66        |
| <i>Requirement Description:</i> .....   | 66        |
| Identification of Timberland Production Zone Lands .....  | 68        |
| <i>Requirement Description:</i> .....   | 68        |
| Impact of New Growth on Military Readiness Activities .....                                       | 69        |
| <i>Requirement Description:</i> .....   | 69        |
| Identify Unincorporated Island or Fringe Communities (Cities) or Legacy Communities (Counties) .. | 71        |
| <i>Requirement Description</i> .....  | 71        |
| Considerations in Land Uses Near High-Volume Roadways .....                                       | 75        |
| Potential Strategies to avoid and reduce pollution exposure near roadways .....                   | 77        |
| Pollutant Removal .....   | 78        |
| Roadside Features .....   | 80        |
| Urban Design .....  | 81        |
| Traffic Management .....  | 83        |
| Traffic Signal Management .....   | 85        |
| Speed Reductions on High Speed Roadways (>55 mph) .....   | 85        |
| Correlation with Circulation Element .....  | 87        |
| Completeness Checklist .....  | 89        |
| OPR Recommended Policies .....  | 90        |
| <b>Circulation Element</b> .....  | <b>93</b> |
| Introduction .....  | 93        |
| Required Contents .....   | 94        |
| Statutory Requirements .....  | 94        |
| Correlation with the Land Use Element .....   | 95        |

Draft Document

Draft for Public Comment

|   |     |
|---|-----|
| <i>Requirement Description:</i> .....   | 95  |
| Major Thoroughfares.....  | 98  |
| <i>Requirement Description:</i> .....   | 98  |
| Transportation Routes .....   | 98  |
| <i>Requirement Description:</i> .....   | 98  |
| Setting Goals and Measuring Progress in Transportation in the 21 <sup>st</sup> Century..... | 100 |
| Roads .....   | 100 |
| <i>Requirement Description:</i> .....   | 100 |
| Transit.....  | 103 |
| <i>Requirement Description:</i> .....   | 103 |
| Active Transportation: Bicycle and Pedestrian Networks.....                                 | 104 |
| <i>Requirement Description:</i> .....   | 104 |
| Terminals.....  | 105 |
| <i>Requirement Description:</i> .....   | 105 |
| Military Airports and Ports .....   | 105 |
| <i>Requirement Description:</i> .....   | 105 |
| Public Utilities and Facilities.....  | 106 |
| <i>Requirement Description:</i> .....   | 106 |
| Other Considerations .....  | 108 |
| Parking .....   | 109 |
| Traffic Control Around Schools .....  | 111 |
| Addressing Tradeoffs in Circulation .....   | 112 |
| Goods Movement.....   | 112 |
| Completeness Checklist .....  | 114 |
| OPR Recommended Policies.....   | 116 |
| Housing Element .....   | 118 |
| Introduction.....   | 118 |
| Required Contents.....  | 119 |
| Public Engagement: .....  | 120 |
| Review and Revise:.....   | 121 |
| General Plan Consistency: .....   | 121 |
| Coastal Zone Requirements:.....   | 121 |
| Internal Consistency in Updates .....   | 122 |
| Analysis of Existing Housing Needs .....  | 123 |
| <i>Requirement Description:</i> .....   | 123 |

Draft Document

Draft for Public Comment

|  |     |
|--|-----|
| Population and Employment .....  | 123 |
| Existing Housing Needs, Including Extremely Low-Income Households: .....     | 124 |
| Housing and Household Characteristics.....                                   | 125 |
| Analysis of Projected Housing Needs .....                                    | 126 |
| <i>Requirement Description:</i> .....  | 126 |
| Analysis of Special Housing Needs .....                                      | 127 |
| <i>Requirement Description:</i> .....  | 127 |
| Sites .....  | 128 |
| <i>Requirement Description:</i> .....  | 128 |
| Analysis of Sites and Zoning: .....  | 128 |
| Zoning for a Variety of Housing Types: .....                                 | 129 |
| Alternative Adequate Sites: .....  | 130 |
| Second Units: .....  | 130 |
| Identification of Zoning for Emergency Shelters .....                        | 131 |
| <i>Requirement Description:</i> .....  | 131 |
| Analysis of Governmental and Non-governmental Constraints .....              | 131 |
| <i>Requirement Description:</i> .....  | 131 |
| Analysis of Energy Conservation Opportunities .....                          | 133 |
| <i>Requirement Description:</i> .....  | 133 |
| Analysis of Assisted Housing At-risk of Converting to Market Rate Uses ..... | 133 |
| <i>Requirement Description:</i> .....  | 133 |
| Quantified Objectives.....   | 134 |
| <i>Requirement Description:</i> .....  | 134 |
| Housing Programs .....   | 134 |
| <i>Requirement Description:</i> .....  | 134 |
| Other Considerations .....   | 138 |
| Climate Change .....   | 138 |
| Health .....   | 139 |
| Economic Development .....   | 140 |
| Education .....  | 141 |
| Infill .....   | 141 |
| Completeness Checklist .....   | 142 |
| OPR Recommended Policies.....  | 146 |
| Conservation Element .....   | 148 |
| Introduction .....   | 148 |

Draft Document

Draft for Public Comment

|  |     |
|--|-----|
| Required Contents.....                               | 149 |
| Water and Its Hydraulic Force .....                  | 153 |
| <i>Requirement Description:</i> .....                | 153 |
| Forests .....  | 155 |
| <i>Requirement Description:</i> .....                | 155 |
| Soils .....  | 157 |
| <i>Requirement Description:</i> .....                | 157 |
| Rivers and Other Waters .....                        | 158 |
| <i>Requirement Description:</i> .....                | 158 |
| Harbors and Fisheries .....                          | 159 |
| <i>Requirement Description:</i> .....                | 159 |
| Wildlife .....                                       | 160 |
| <i>Requirement Description:</i> .....                | 160 |
| Minerals and Other Natural Resources .....           | 161 |
| <i>Requirement Description:</i> .....                | 161 |
| Floodwater Management .....                          | 162 |
| <i>Requirement Description:</i> .....                | 162 |
| Optional Issues .....                                | 163 |
| Completeness Checklist .....                         | 163 |
| OPR Recommended Policies.....                        | 164 |
| Open Space Element.....                              | 166 |
| Introduction.....                                    | 166 |
| Required Contents.....                               | 167 |
| Inventory .....                                      | 168 |
| <i>Requirement Description:</i> .....                | 168 |
| Open space for natural resources.....                | 169 |
| <i>Requirement Description:</i> .....                | 169 |
| Open Space For Managed Production Of Resources ..... | 170 |
| <i>Requirement Description:</i> .....                | 170 |
| Open Space For Outdoor Recreation .....              | 172 |
| <i>Requirement Description:</i> .....                | 172 |
| Open Space for Public Health and Safety.....         | 172 |
| <i>Requirement Description:</i> .....                | 172 |
| Open Space for Military Support .....                | 173 |
| <i>Requirement Description:</i> .....                | 173 |
| Open Space for Tribal Resources .....                | 174 |
| <i>Requirement Description:</i> .....                | 174 |

Draft Document

Draft for Public Comment

|   |            |
|---|------------|
| Completeness Checklist .....                              | 176        |
| OPR Recommended Policies.....                             | 178        |
| <b>Noise Element.....</b>                                 | <b>179</b> |
| Introduction .....  | 179        |
| Required Contents.....                                    | 180        |
| Statutory Requirements .....                              | 182        |
| Resources.....  | 183        |
| Noise Measurement and Modeling.....                       | 184        |
| Noise Contours and Exposure .....                         | 185        |
| Mitigation Measures .....                                 | 186        |
| Implementation measures .....                             | 186        |
| Other Considerations .....                                | 187        |
| Noise and Infill Development Considerations .....         | 187        |
| Ground borne Vibration Noise .....                        | 187        |
| Completeness Checklist .....                              | 189        |
| OPR Recommended Policies.....                             | 191        |
| <b>Safety Element.....</b>                                | <b>192</b> |
| Introduction .....  | 192        |
| AB2140 .....  | 193        |
| Required Contents.....                                    | 194        |
| Consultation Requirements .....                           | 195        |
| Statutory Requirements .....                              | 196        |
| Useful Definitions.....                                   | 196        |
| Seismic Hazards .....                                     | 198        |
| <i>Requirement Description:</i> .....                     | 198        |
| Flood Protection .....                                    | 200        |
| <i>Requirement Description:</i> .....                     | 200        |
| Fire Hazards .....  | 202        |
| <i>Requirement Description:</i> .....                     | 202        |
| Mitigating Hazards through Drought Resiliency Plans ..... | 203        |
| Other Considerations .....                                | 205        |
| Additional Requirements .....                             | 205        |
| Adaptation and Resilience .....                           | 205        |
| Completeness Checklist .....                              | 205        |

Draft Document

Draft for Public Comment

|   |            |
|---|------------|
| OPR Recommended Policies.....   | 208        |
| <b>Air Quality.....</b>   | <b>210</b> |
| Introduction.....   | 210        |
| Required Contents.....  | 211        |
| Statutory Requirements.....   | 214        |
| Completeness Checklist.....   | 214        |
| OPR Recommended Policies.....   | 215        |
| <b>Chapter 5: Healthy Communities.....</b>  | <b>216</b> |
| Introduction.....   | 216        |
| Strategies and Approaches.....  | 217        |
| Innovative Partnerships and Collaboration.....  | 218        |
| Sources of Support and Information for health considerations.....                       | 219        |
| Health Considerations.....  | 220        |
| Health & Economic Opportunity.....  | 220        |
| A Changing Climate & Resiliency.....  | 221        |
| Active Living & Recreation.....   | 223        |
| Social Connection & Safety.....   | 225        |
| Housing.....  | 227        |
| Nutrition & Food Systems.....   | 228        |
| Environmental Health.....   | 229        |
| Health & Human Services.....  | 230        |
| Health Data and Mapping.....  | 231        |
| Additional Health Data Resources.....   | 232        |
| OPR Recommended Policies.....   | 236        |
| <b>Chapter 6: Social Equity, Environmental Justice, &amp; Community Resilience.....</b> | <b>238</b> |
| Introduction.....   | 238        |
| Social Equity.....  | 240        |
| Definitions.....  | 243        |
| Statutory definitions.....  | 243        |
| Incorporating a Social Equity Lens.....   | 245        |
| Data, Mapping, and Tools.....   | 245        |
| Data sources specifically help evaluate equity and EJ considerations:.....              | 246        |

Draft Document

Draft for Public Comment

|   |            |
|---|------------|
| Community Engagement and Partnerships .....                                       | 247        |
| Incorporating Supportive Policies .....   | 248        |
| Environmental Justice.....  | 248        |
| Compatibility .....   | 249        |
| New Residential Uses and Schools.....   | 252        |
| Community Resilience.....   | 254        |
| OPR Recommended Policies.....   | 255        |
| <b>Chapter 7: Economic Development and the General Plan .....</b>                 | <b>256</b> |
| Introduction .....  | 256        |
| Economic Development and the General Plan.....                                    | 257        |
| Businesses and Employment .....   | 257        |
| Economic Development and Displacement.....  | 258        |
| Community Assets and Fiscal Stability.....  | 258        |
| Engagement with the Business Community.....                                       | 259        |
| OPR Recommended Policies.....   | 260        |
| <b>Chapter 8: Climate Change .....</b>  | <b>262</b> |
| Introduction .....  | 262        |
| Climate Adaptation Planning.....  | 264        |
| <b>CHAPTER 9: Preparing, Integrating, and Implementing the General Plan .....</b> | <b>270</b> |
| Introduction .....  | 270        |
| <b>ZONING.....</b>  | <b>271</b> |
| Zoning Tools .....  | 271        |
| Zoning-Related Statutes .....   | 273        |
| <b>SPECIFIC PLANS .....</b>   | <b>276</b> |
| <b>SUBDIVISION REGULATIONS.....</b>   | <b>278</b> |
| <b>CAPITAL FACILITIES .....</b>   | <b>280</b> |
| <b>DEVELOPMENT AGREEMENTS .....</b>   | <b>282</b> |
| <b>BUILDING AND HOUSING CODES .....</b>   | <b>283</b> |
| <b>ACQUISITION.....</b>   | <b>285</b> |
| <b>PREFERENTIAL PROPERTY TAX ASSESSMENTS .....</b>                                | <b>287</b> |
| Williamson Act.....   | 287        |
| Timberland Productivity Act.....  | 289        |
| Conservation, Open-Space, and Scenic Easements .....                              | 290        |

Draft Document

Draft for Public Comment

|   |     |
|---|-----|
| LAND TRUSTS .....   | 291 |
| TRANSPORTATION SYSTEM MANAGEMENT .....                      | 292 |
| INFRASTRUCTURE FUNDING MECHANISMS.....                      | 294 |
| Taxes.....  | 294 |
| Benefit Assessments .....                                   | 295 |
| Bonds .....   | 296 |
| Exactions.....  | 297 |
| Privatization .....   | 298 |
| TRANSPORTATION FINANCING METHODS.....                       | 299 |
| CONSISTENCY IN IMPLEMENTATION.....                          | 300 |
| ZONING CONSISTENCY .....                                    | 301 |
| Assessing and Achieving Zoning Consistency.....             | 303 |
| Subdivision Consistency.....                                | 305 |
| ENFORCEMENT AND REMEDIES .....                              | 305 |
| ANNUAL PROGRESS REPORTS .....                               | 306 |
| Purpose of the Report.....                                  | 307 |
| Format of the Report (General).....                         | 307 |
| Format of the Report (Housing Element) .....                | 308 |
| Contents of the Report .....                                | 312 |
| Suggested Reporting Methods on Regional Housing Needs ..... | 313 |
| Submitting the Report to OPR and HCD.....                   | 314 |
| Chapter 10: CEQA .....                                      | 315 |
| Introduction.....   | 315 |
| Key CEQA Policies to Remember.....                          | 316 |
| Considerations for General Plan EIRs .....                  | 317 |
| Baseline .....  | 317 |
| Level of Detail in Analysis.....                            | 318 |
| Mitigation.....   | 318 |
| Alternatives.....   | 319 |
| Cumulative Impacts.....                                     | 319 |
| Growth Inducing Impacts.....                                | 320 |
| Irreversible Environmental Changes .....                    | 320 |

Draft Document

Draft for Public Comment

|   |            |
|---|------------|
| Timing.....   | 320        |
| General Plan Tasks.....   | 321        |
| Steps in EIR Process.....   | 321        |
| <b>PUBLIC REVIEW OF THE EIR AND CONSULTATION.....</b>                           | <b>321</b> |
| Adoption and Certification .....  | 323        |
| Program and Master EIRs .....   | 323        |
| Program EIRs .....  | 324        |
| Master EIRs.....  | 326        |
| Streamlining in Public Resources Code Section 21083.3.....                      | 327        |
| Streamlining for Infill Projects in Public Resources Code Section 21094.5.....  | 327        |
| Comparing Existing Streamlining Mechanisms.....                                 | 327        |
| Integrating Annual Reporting with Mitigation Monitoring and Implementation..... | 329        |
| <b>Appendix A: Model Policies and Examples.....</b>                             | <b>331</b> |
| Land-Use Planning .....   | 331        |
| Design for Sustainability and Stability .....                                   | 331        |
| Provide for New Development .....   | 333        |
| Create Economically Vibrant Communities.....                                    | 335        |
| Improve Community Life .....  | 337        |
| Circulation .....   | 338        |
| Transportation Planning.....  | 339        |
| Parking .....   | 340        |
| Public Transit.....   | 342        |
| Biking and Walking .....  | 342        |
| Preserving Neighborhood Character .....   | 343        |
| Economics and Transportation .....  | 344        |
| Housing .....   | 345        |
| Special Populations and Homelessness.....                                       | 345        |
| Affordability .....   | 345        |
| Housing and Neighborhoods.....  | 346        |
| Infill Housing .....  | 347        |
| Conservation .....  | 348        |
| Biological Resources .....  | 348        |
| Mineral Resources.....  | 350        |

Draft Document

Draft for Public Comment

|  |     |
|--|-----|
| Cultural Resources .....   | 350 |
| Water Resources .....  | 351 |
| Air Quality, Greenhouse Gases, and Energy .....                  | 353 |
| Agricultural Resources .....                                     | 355 |
| Open Space .....   | 357 |
| Open Space for Habitat and Conservation .....                    | 357 |
| Open Space for Recreational Uses .....                           | 358 |
| Visual Resources .....   | 359 |
| Safety .....   | 360 |
| Avoiding and Mitigating Natural Disasters .....                  | 360 |
| Emergency Preparedness and Prevention .....                      | 361 |
| Noise .....  | 363 |
| Healthy Communities .....  | 365 |
| Social Equity .....  | 372 |
| Employment and Economic Health .....                             | 372 |
| Community Engagement .....                                       | 373 |
| Housing .....  | 374 |
| Access to Public Amenities .....                                 | 375 |
| Appendix B: Court and Attorney General Opinions .....            | 377 |
| Appendix C: New state legislation related to General Plans ..... | 377 |
| Appendix D: Noise Element Guidelines .....                       | 383 |
| DEFINITIONS .....  | 385 |
| Appendix E: Tools and Resources .....                            | 403 |
| Appendix F: Glossary: Defining the Parts of a General Plan ..... | 403 |
| BIBLIOGRAPHY .....   | 411 |