



**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

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**PLANNING COMMISSION STAFF REPORT**

Meeting: October 28, 2019

**Subject**

Study Session on the General Plan Annual Review/Implementation Plan

**Recommended Action**

Provide additional direction to Staff on the format and content of the General Plan Annual Report/Implementation Plan. (Attachment 1)

**Discussion**

*Background:*

State law (Government Code Section 65400) requires that the City provide an annual report, on or before April 1 of each year, to the legislative body (the City Council in the case of Cupertino) regarding the status of the General Plan and progress in its implementation, including meeting its share of regional housing needs, and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing. The report must also be sent to the Office of Planning and Research and Department of Housing and Community Development<sup>1</sup>. See Government Code § 65400(a)(2)(A)-(J).

On April 2, 2019, the General Plan Annual Review/Implementation Plan was presented to the City Council in compliance with State law and past practice. In addition to the required annual reporting, it should be noted that another purpose of the Implementation Plan is to help the City Council identify Work Plan items to ensure continued implementation of the General Plan and that appropriate funding is available. Councilmembers comments included the following:

- The Planning Commission should be included in the review of the General Plan Annual Review prior to presentation to Council, possibly over multiple meetings.

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<sup>1</sup> The housing element portion of the annual report must be made using standards, forms, and definitions adopted by HCD. For 2019, this report was presented to the Council on March 19, 2019 and submitted to the HCD by April 1, 2019. Government Code § 65400(a)(2)(B).

- Reports by neighboring jurisdictions, such as Mountain View and Palo Alto, should be reviewed as examples for future implementation plans, and additional detail should be included for the Council to understand the progress being made with the General Plan implementation.

Paul moved and Willey seconded the motion to accept the 2019 General Plan Annual Progress Report, and the motion carried unanimously with direction for future annual update reports to include narrative updates on each item and to be evaluated by the Planning Commission prior to presentation to Council.

Following the City Council's direction, the Planning Commission reviewed the item at its September 10, 2019 meeting.

*Analysis:*

The Planning Commission requested the following two items at its September 10<sup>th</sup> meeting:

1. Links to the Annual Progress reports for the cities of Palo Alto and Mountain View; and
2. An Excel spreadsheet of the General Plan policies and strategies.

The following are links to the Annual Progress reports for the cities of Palo Alto and Mountain View:

- City of Palo Alto (2019):  
<https://www.cityofpaloalto.org/civicax/filebank/documents/68953> (Note: The Progress Report begins on Page 43.)
- City of Mountain View (2018):  
<http://laserfiche.mountainview.gov/WebLink/0/edoc/213780/EPC%202018-03-21%20Agenda.pdf> (Item 6.2 of the agenda)
- City of Mountain View (2019):  
<http://laserfiche.mountainview.gov/WebLink/0/edoc/227464/EPC%202019-03-20%20Agenda.pdf> (Item 5.2 of the agenda)

An Excel spreadsheet version of the General Plan policies and strategies has been provided as Attachment 2.

The format of the Implementation Plan has been altered to present the policies and strategies in a simple list format. Tables LU, HE, M, ES, and INF include a "comments" column in which sample narrative updates have been presented. While this has not been completed for all policies and strategies, this is presented to the Commission as a sample of the narrative that is anticipated.

**Next Steps**

Upon receiving comments from the Planning Commission, this item will be brought back for review. Upon completion of Planning Commission review, the 2020 General Plan Annual Review will be presented to City Council in March 2020.

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Prepared by: Piu Ghosh, Planning Manager

Approved for Submission by: Benjamin Fu, Director of Community Development

**Attachments:**

- 1 - General Plan Annual Report (in PDF format)
- 2 - General Plan Annual Report (in Excel format)