



**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
(408) 777-3308 • FAX (408) 777-3333

**PLANNING COMMISSION STAFF REPORT**

Meeting: November 12, 2019

**Subject**

Study Session on the General Plan Annual Review/Implementation Plan and consider General Plan Policies and Strategies that could benefit from clarification.

**Recommended Action**

That the Planning Commission:

1. Provide additional direction on the format and content of the General Plan Annual Review/Implementation Plan (Attachment 1)
2. Consider General Plan Policies and Strategies that could benefit from clarification.

**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).

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 the continued implementation of the General Plan and that appropriate funding is available. 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.

---

<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).

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.
- 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 and October 28, 2019 meetings and provided direction.

The Planning Commission has been a part of the FY2019/20 City Council Work Program directing the City to clarify objective standards within the City's General Plan and Municipal Code. The Planning Commission and City Council reviewed areas that were identified by staff as needing clarity and suggestions from Planning Commissioners, City Councilmembers and the public through Summer 2019. At the last Council Study Session on October 1, 2019, the City Council, with input from Commissioner Moore (representing herself), indicated that the Planning Commission could continue to consider General Plan policies and strategies that could benefit from clarifications during this year's annual review process.

*Analysis:*

The Planning Commission requested the following edits at its October 28<sup>th</sup> meeting.

1. Indicate status of policies and strategies – color coded or add a column.

*In the interests of ensuring the information fits on one sheet for ease of use, staff has color coded this and added a legend at the bottom of each page as follows:*

- a. *Projects that are not an action item and are implemented as a matter of course – Ongoing (Grey)*
- b. *Projects that are an action item and have specific deliverables:*
  - i. *Projects that have been completed - Completed (Green)*
  - ii. *Projects that are in-progress but not completed – In-Progress (Yellow)*

iii. *Projects for which no action has been taken as yet – Pending (Orange)*

2. Indicate timeframe for completion of action items – Add a column

*In the interests of ensuring the information fits on one sheet for ease of use, the column related to supporting departments has been deleted and a column has been added indicating the timeframe for action items as follows:*

- a. *2019-2022 – Immediate (IM)*
- b. *2022-2040 – Long Range (LR)*
- c. *Items that are implemented as a matter of course – Continual (Con.)*

3. Verify information content related to the Vallco Shopping District Special Area policies. *Information has been verified against the City Council Minutes from August 20, 2019.*

Please note that items #1 and #2 are in progress and not all policies and strategies have been updated to indicate this information as yet. The attached report is a work in progress and edits to the “comment” column, the time frame column, and the status color will be completed once the Planning Commission agrees on a final format.

The City Council indicated that the Planning Commission could undertake an effort to determine the objectivity of policies and strategies in the General Plan. Policies are

**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.

---

Prepared by: Piu Ghosh, Planning Manager

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

**Attachments:**

- 1. General Plan Annual Review