



Legislation Details (With Text)

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Title:	Report regarding a motion to approve the General Plan Update Request for Proposal and add two members to the General Plan Community Advisory Committee. (Marian Lee, Assistant City Manager and Lisa Costa Sanders, Project Administrator)		

Sponsors:

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Attachments: 1. Attachment RFP for General Plan Update.pdf

Date	Ver.	Action By	Action	Result
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Report regarding a motion to approve the General Plan Update Request for Proposal and add two members to the General Plan Community Advisory Committee. *(Marian Lee, Assistant City Manager and Lisa Costa Sanders, Project Administrator)*

RECOMMENDATION

Staff recommends that City Council, by motion, approve the Request for Proposal for a General Plan Update consultant and approve two additional members to the General Plan Community Advisory Committee.

BACKGROUND/DISCUSSION

A General Plan is the local government's long-term blueprint for the community's vision of future growth. Each city is required by California law to have a General Plan to guide its future land use decisions. A report regarding the General Plan purpose, scope and approximate two-year planning process was presented to City Council on August 8, 2018. Progress is being made to launch this effort.

Today, direction is needed by City Council regarding the General Plan Community Advisory Committee and the General Plan Update Request for Proposal as described below.

General Plan Community Advisory Committee

At the August 8, 2018 City Council meeting, staff was given direction to form the General Plan Community Advisory Committee (GPCAC) comprised of:

- Planning Commission (2 members plus alternate)
- Parks & Recreation Commission (1 member plus alternate)
- District Community Resident (5 members, 1 per each City District)
- Business Member (2 members, 1 large and 1 small)

To date, the Planning and Parks & Recreation Commissioners selected their representatives and City Council, at its December 17 and 18, 2018 meetings, appointed five resident members and a residential alternate. It

should be noted that there were no applicants from District 2. As such, City Council appointed residential applicants for Districts 1, 3, 4, and 5 and a residential member at-large plus an alternate. City council also appointed a small business member but did not appoint a large business member as there was only one application from Genentech. City Council gave Staff direction to continue the recruitment for large business members.

As a result of the December 17 and 18, 2018 meetings, staff reevaluated the make-up of the committee and requests that City Council authorize two additional members to the committee. This modification would allow an additional large businesses to serve as committee members (creating the opportunity to have one representing the biotech business and the other a traditional business); and a second position for a School Board representative. The proposed additional members would bring different and important perspectives that will further help the General Plan process.

If authorized by City Council, Staff will request that the School Board appoint a representative and reach out to the large traditional businesses. Interviews and appointments for the large businesses will be scheduled for February.

Request for Proposal

Staff has prepared the attached Request for Proposals (RFP) to solicit proposals from qualified firms or individuals to assist the City with the General Plan update process. The RFP includes the preparation of the General Plan update, the Zoning Code update necessary to implement the General Plan, and an Environmental Impact Report as required under the California Environmental Quality Act (CEQA) for both the General Plan and Zoning Code updates.

The scope of work in the RFP requires that the General Plan cover seven state-mandated elements: Land Use, Open Space, Conservation, Housing, Circulation, Noise and Safety. It will also ask for evaluation of additional elements related to Economic Development, Sustainability/Adaptation and Social Equity.

The consultant will be required to prepare a comprehensive community outreach and public engagement strategy to reach community members, interested agencies and elected and appointed officials. The RFP also includes preparation of a Digital General plan in addition to the standard printed document. The digital version of the General Plan will be more accessible and have more functionality than the printed document and allows for updates, minor changes and better tracking.

The General Plan update is intended to be a comprehensive update, incorporating existing Specific Plans as well as studies currently underway. The General Plan will be developed to incorporate the community's vision for South San Francisco and be used as a guide for the community to the year 2040.

Staff anticipates the initial General Plan update process to take at least two years and the Zoning Code update to follow shortly thereafter. Upon authorization by the City Council, Staff will release the RFP. Staff will evaluate proposals and interview the top firms, with a recommendation to the City Council to select the consultant at its March 12, 2019 meeting.

FISCAL IMPACT

The adopted 2018/2019 General Fund budget includes \$1,000,000 for the General Plan Update. Additional funds will be requested as a part of the 2019/2020 budget preparation process to support the General Plan consultant contract.

CONCLUSION

It is recommended that the City Council approve the attached Request for Proposals for a General Plan update consultant and approve two additional members to the General Plan Community Advisory Committee.

Attachment: General Plan Request for Proposal