

**MEMORANDUM**

**TO:** San Benito County General Plan Advisory Committee (GPAC) Members

**FROM:** Dan Amsden, Project Manager, Mintier Harnish

**DATE:** December 22, 2009

**SUBJECT:** **GENERAL PLAN UPDATE DOCUMENT EXAMPLES**

**CC:** Art Henriques, Planning Director, San Benito County  
Byron Turner, Assistant Planning Director, San Benito County  
Michael Kelly, Associate Planner, San Benito County  
Larry Mintier, Principal, Mintier Harnish  
Jessica Law, Associate, Mintier Harnish

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During the December 12, 2009, meeting you requested that we provide examples of documents prepared during recent general plan updates. While every jurisdiction deals with different policy, land use, conservation, and environmental issues, the basic approach to updating general plans remains the same. This process includes collecting background information, identifying key issues and opportunities, comparing alternatives, drafting the plan, preparing the EIR, conducting public outreach, and soliciting public input. The State recommends this approach and it is common practice for jurisdictions throughout California.

The major documents that will be prepared as part of the San Benito County General Plan Update include:

1. Background Report\*
2. Issues, Constraints, and Alternatives Report
3. Goals and Policies Report\* (*aka, Policy Document*)
4. Fiscal Impact Analysis
5. Environmental Impact Report

\* *Denotes documents that will be officially adopted by the County as part of the General Plan. The remaining documents are advisory to the process.*

The attached CD includes PDFs of the following example documents. We have included all of the documents from one recently completed county general plan update (Lake County) and examples from other recent projects:

A. Complete County General Plan Update Project Example

- Lake County Background Report (02/2003)
- Lake County Newsletter (03/2003)
- Lake County Issues & Alternatives Report (07/2004)
- Lake County Goals & Policies Report (09/2008)
- Lake County Environmental Impact Report (07/2008)

B. Background Report Example:

- Calaveras County (01/2008)

C. Issues & Constraints Report Example:

- San Joaquin County (11/2009)

D. Alternatives Report Example:

- Tulare County (08/2005)

E. Policy Document Example:

- City of South Lake Tahoe (07/2009)