

11 ADMINISTRATION AND IMPLEMENTATION ELEMENT

11.1 Introduction

The Administration and Implementation Element provides a tool to City staff and elected officials to administer and implement the General Plan. This Element is the framework for review of individual actions and programs (implementation measures) and review of the comprehensive General Plan.

Although the General Plan covers a long-range period, it is not intended to be an inflexible document. This General Plan is based on estimates of future growth and development. As time passes, certain assumptions made in the General Plan may no longer be valid, due to changing circumstances or new information.

To ensure that the General Plan is true to the original vision and principles it should be reviewed at regular intervals of approximately five years. Periodic adjustments to the General Plan may occur from time to time, as development opportunities emerge.

11.2 Administration and Implementation Goals

Goal AD-1. To provide for the ongoing administration and implementation of the General Plan.

Policies:

AD-P-1: The City shall annually update key data in the General Plan Background Report to assist City officials in their regular decision-making responsibilities and to assist the development community in its decision-making and in its preparation of plans and applications for development projects.

AD-P-2: The City shall bi-annually review the General Plan Policy Document and revise it as necessary.

- AD-P-3: The General Plan may be amended no more than four times per year. Each amendment, however, may include multiple changes to the General Plan.
- AD-P-4: The City's Zoning Ordinance and Subdivision Ordinance shall be reviewed and amended as necessary to ensure consistency with the General Plan.
- AD-P-5: The City shall prepare and adopt, as deemed necessary, specific plans for new development areas.

Implementation:

- AD-I-1. The City shall prepare and adopt a five-year Capital Improvement Program. The CIP shall be reviewed for its consistency with the General Plan.
- AD-I-2. The City shall annually update relevant data in the General Plan Background Report. The annual update shall be prepared by the Community Development Department with the cooperation of City department managers in draft form by May 15 each year in time for use by the City Council in making budget decisions. The draft of the update shall be submitted to the City Council, Planning Commission, City department heads, appropriate boards and commissions, and interested outside agencies. Following its review, the update shall be published in final form by August 1. The update shall be made available to City officials and the public. Information in the update may be referenced in Environmental Impact Reports for public and private projects.
- AD-I-3. The City shall annually review the General Plan Policy Document, focusing principally on actions undertaken in the previous year to carry out the implementation programs of the Plan. The Planning Commission shall complete its review of the General Plan Policy Document and report its findings to the City Council by September 1

of every year. The Planning Commission's report shall include, as the Commission deems appropriate, recommendations for amendments to the General Plan.

AD-I-4. The City shall prepare and annually update a five-year Capital Improvements Program. The Planning Commission shall review the CIP for consistency with the General Plan and the Public Facilities Implementation Plan and report its findings to the City Council. The CIP shall be adopted in conjunction with the annual City budget.

AD-I-5. The City shall review and amend, as necessary, the City's Zoning Ordinance and Subdivision Ordinance to ensure consistency with the General Plan.

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