

10

IMPLEMENTATION & MONITORING

The General Plan provides specific policy guidance for implementation of Plan concepts in each of the Plan elements. This framework establishes a basis for coordinated action by the City, adjacent jurisdictions, Contra Costa County and other regional and local agencies or responsible parties. This chapter describes the process in general terms and the major actions to be undertaken by the City; the implementing policies in each element of the Plan provide details that will guide program development.

The major implementation process for the land use proposals will be administration of the Zoning Ordinance through the land use and development regulations contained within the Ordinance and in the use designations shown in the Zoning Map, as well as by pertinent State Law where it pre-empts local zoning authority (e.g., Accessory Dwelling Unit, Duplex (SB9), and density bonus requirements). As such, the Zoning Ordinance will need to be amended to be consistent with the General Plan's implementing policies. The Subdivision Ordinance, Sign Regulations, and other affected portions of the Municipal Code may also need to be amended to better reflect the policies contained within the Plan.

The City's Capital Improvement Program will be the primary means of scheduling and funding infrastructure improvements of Citywide benefit. The City's impact fees should also be updated based on the recommendations made in the General Plan.

In many areas, General Plan implementation will depend on actions of other public agencies and of the private sector, which will fund most of the development expected in the next 20 years. The General Plan will serve a coordinating function for private sector decisions; it also provides a basis for action on individual development applications, which must be found to be consistent with the General Plan policies if they are to be approved.

10.1 Responsibilities

The General Plan provides specific policy guidance for implementation of plan concepts. Implementing these policies will involve coordinated actions by the City Council, the Planning Commission, other City boards and commissions, and City departments. The City also will need to work with Contra Costa County and other public agencies to implement policies that involve cooperation or would affect the region. The principal responsibilities that City officials and staff have for Plan implementation are briefly summarized below; details on their powers and duties are provided in the San Pablo Municipal Code.

CITY COUNCIL

The City Council is responsible for the overall management of municipal affairs; it acts as the legislative body and is responsible for adoption of the General Plan and any amendments to the General Plan. The City Council selects a Mayor annually, who serves as presiding officer during all City Council meetings and study sessions. The City appoints the City Manager who is the chief administrator of the City and has overall responsibility for the day-to-day implementation of the General Plan. The City Council also appoints other boards and commissions established under the Municipal Code.

The City Council's role in implementing the General Plan will be to set implementation priorities and approve zoning map and text amendments, consistent with the General Plan, as well as to approve a Capital Improvement Program and budget to carry out the Plan.

Since the dissolution of Redevelopment agencies in California in 2012, the City Council sits as the oversight board of the Local Successor Agency.

PLANNING COMMISSION

The Planning Commission is responsible for preparing and recommending adoption or amendment of the General Plan, zoning and subdivision ordinances and other regulations, design guidelines, resource conservation plans, and programs and legislation needed to implement the General Plan. The Planning Commission also may prepare and recommend adoption of specific plans, neighborhood plans or special plans, as needed for Plan implementation.

PLANNING DIVISION

The Planning Division is responsible for the general planning and development review functions undertaken by the City.

Specific duties related to General Plan implementation include preparing zoning and subdivision ordinance amendments, design guidelines, reviewing development applications, providing advice to project applicants, conducting investigations and making reports and recommendations on planning and land use, zoning, subdivisions, development plans and projects. Among other responsibilities, the Planning Division reviews projects for compliance with the California Environmental Quality Act (CEQA), and is responsible for preparing environmental documents such as Negative Declarations, Mitigated Negative Declarations and Environmental Impact Reports. Finally, the Division has the primary responsibility for preparing the annual report on the General Plan and conducting the five-year review. These reporting requirements are described in Chapter 1 of the General Plan. Additional reporting requirements apply to the Housing Element, which is contained in a separate document from the remainder of the General Plan.

BUILDING SERVICES DIVISION

The Building Services Division of the Community Development Department (which also contains the Planning Division) is responsible for reviewing all development plans, reviewing plan checks, and issuing building permits for any remodeling or new construction. This Division also administers the City's Residential, Health, and Safety program, Flood Hazard Program, and Business License issuance. They are a key player in the City's Code Enforcement efforts.

HOUSING AND ECONOMIC DEVELOPMENT DIVISION

The Housing and Economic Development Division of the City Manager's office oversees the City's Local Successor Agency responsibilities and helps to promote housing development and resources in the City as well as economic development opportunities. They work closely with the Economic Development Corporation and the Community Development Department.

PUBLIC WORKS DEPARTMENT/ ENGINEERING DIVISION

The Public Works Department's Engineering Division provides overall administration and support for General Plan policies related to infrastructure. Engineering staff is responsible for providing assistance and guidance to the general public and developers in regard to requirements and regulations for street, sidewalk, storm drainage, paving, grading, and other capital improvements. Public Works is also charged with the task of maintaining and improving all City-owned street trees, park trees, and all other trees considered to be publicly owned trees. In addition to these responsibilities, Public Works provides building review and inspections, issues and monitors encroachment and grading permits, maintains traffic counts and speed studies on major arterial and collector streets throughout the city, and oversees the proper operation of the city-wide traffic signal system. This department also plans and administers municipal capital improvements, storm water pollution control, and pavement management programs within the City. To carry out the General Plan, Public Works is tasked with preparing the Capital Improvement Program. Other specific responsibilities are established in the Land Use & Physical Design, Circulation, Housing, and Public Utilities elements of the General Plan.

COMMUNITY SERVICES/RECREATION DIVISION

The Recreation Division of the Community Services Department is responsible for managing the City's recreation services, its parks and open spaces, and various public facilities such as the Community Center, Senior Center, Maple Hall, City-owned Historic Properties and others. It also manages youth activities and senior services. Specific implementing responsibilities are established in the Parks and Open Space Element of the General Plan.

POLICE DEPARTMENT

The San Pablo Police Department is responsible for the protection of life and property within the City. The Department is tasked with the preservation of peace and order, suppression of crime, regulation and control of traffic, and enforcement of State laws and local codes intended to reduce public hazards. Its specific responsibilities in the General Plan are established in the Community Health & Environmental Justice, Housing and Land Use elements of the General Plan.

OTHER COMMISSIONS, COMMITTEES AND BOARDS

City Council Standing Committees

The San Pablo City Council has four regular standing committees that meet regularly to discuss topical area issues prior to bringing them to the full Council for consideration. These include the Budget, Fiscal & Legislative Standing Committee, Public Safety Standing Committee, Community Services Standing Committee, and the Economic Development, Housing, and Project Management Standing Committee.

Youth Commission

The Youth Commission acts as an advisory body in matters of youth needs, concerns, problems and social awareness.

San Pablo Senior Advisory Board

The San Pablo Senior Advisory Board (SPSAB) was formed in 1979 and operates in cooperation with the City of San Pablo and a designated city representative. The purpose of the SPSAB is to provide social, recreational, civic, and educational activities for the senior population of the City of San Pablo and the surrounding area. The SPSAB, in cooperation with the City, works to identify programs that will meet the needs of the senior population. Volunteer SPSAB members meet monthly and participate in advocacy and fundraising efforts for the Senior Center. They invite public comment and suggestions for innovative and resourceful activities and services to integrate into the San Pablo Senior Center. Programing decisions are made by the SPSAB with City staff present at all meetings to provide feedback on feasibility. City staff work in collaboration with the SPSAB on program implementation and operation of the San Pablo Senior Center.

San Pablo Community Foundation Grant Program

The Annual San Pablo Community Foundation Grant Program (SPCFGP) aims to provide one-time financial assistance to local community service organizations and non-profit organizations for program services, activities, and special events that primarily benefit the residents of incorporated San Pablo.

Citizens Oversight Committee Measure S and K

The Committee reviews and reports on all revenues and expenditures received by the City of San Pablo from the transactions and use taxes imposed pursuant to Measures S (formerly Q) and K and to ensure that tax revenues are spent by the City in a manner consistent with the voter-approved measure, as well as any other voter-approved or council-approved priorities adopted to implement the provisions of Measure S (formerly Q). These funds have been used for public safety programs; job creation, placement, and training; local school-based programs for at-risk youth; mental health initiatives; and childhood obesity prevention programs.

San Pablo/ Manzanillo Sister City Committee

Since the early 1970s, the City of San Pablo maintains a Sister City International (SCI) designation, formerly established under the National League of Cities, with the City of Manzanillo, Mexico to engage in the promotion of international relations, good will and understanding; with a further emphasis on charitable giving, promotion of culture, and literacy and educational opportunities in partnership.

10.2 The Plan and the Regulatory System

The City will use a variety of regulatory mechanisms and administrative procedures to implement the General Plan. Overall responsibility for plan implementation is vested in the City Council and Planning Commission. Establishing and maintaining consistency between the General Plan and Zoning Ordinance and other planning documents is good planning policy and is called for in this General Plan. In fact, the consistency requirement is the keystone of Plan implementation. Without a consistency requirement, there is no assurance that Plan policies will be implemented and that environmental resources earmarked for protection in the Plan will be preserved. Other regulatory mechanisms, including subdivision approvals, building and housing codes, capital improvement programs, and environmental review procedures also will be used to implement Plan policies. All project approvals must be found consistent with the General Plan policies.

ZONING REGULATIONS

The City's Zoning Ordinance will translate plan policies into specific use regulations, development standards and performance criteria that will govern development on individual properties. The General Plan establishes the policy framework, while the Zoning Ordinance prescribes standards, rules and procedures for development. The Zoning Map will provide more detail than the General Plan Diagram.

The General Plan Update calls for a few new zoning districts to align with the new Rumrill Corridor Plan. These new districts include the Mixed-Use Center West, Employment Mixed-Use, and Planned Development Area/Infill Opportunity. Regulations for these districts will be established as part of a comprehensive zoning update being undertaken after the General Plan is adopted. The use regulations and development standards for existing zoning districts will need to be amended to conform to Plan policies. Density and intensity limits, consistent with the Plan's land use classifications, also should be established. For purposes of evaluating General Plan consistency, the density of proposed projects will be rounded up or down to the nearest whole number, as appropriate.

The City shall bring both the Zoning Ordinance and the Zoning Map into conformance with the General Plan within a reasonable time. When the General Plan is subsequently amended, the Zoning Ordinance and Zoning Map also may need to be amended to maintain consistency with the Plan.

SAN PABLO AVENUE SPECIFIC PLAN

The San Pablo Avenue Specific Plan was adopted in 2011 and provides detailed use, development, and design direction along the San Pablo Avenue corridor as it traverses the City in a North-South direction. The Specific Plan has been very successful in encouraging new development and intensification of development, particularly with the Circle S area, where the new City Hall is located. The San Pablo Avenue contains detailed implementation policies and will continue to serve as a planning and zoning document for this area for the foreseeable future.

23RD STREET SPECIFIC PLAN

The 23rd Street Specific Plan was adopted in 2007 and applies to the 23rd Street corridor from Pine Avenue north to

Brookside Drive. This entire corridor is designated as Commercial Mixed Use. The use, development, design and policy guidance provided in the document has become outdated and the Specific Plan is proposed for sunseting as part of the 2025 General Plan Update process. The City has updated Specific Plan for 23rd Street in line with future trends.

SUBDIVISION REGULATIONS

No subdivision of land may be approved under California law and the City's subdivision regulations unless its design and proposed improvements are found to be consistent with the General Plan. Dedication of land for park facilities is required for subdivisions above a certain size, consistent with the policies and standards prescribed by the General Plan. The precise threshold will be established on a case-by-case basis and depends on whether there are neighborhood parks in the vicinity which can serve new residents. The subdivision regulations also can require dedication of land for riparian habitat and reservation of land for fire stations, libraries, bike paths, transit facilities, and other public facilities.

The City's subdivision regulations should be amended to better conform to Plan policies and explicitly require findings of consistency with the General Plan as a condition of approving for major and minor subdivisions. Reservation requirements for bus turnout or bulb-out facilities and bike and pedestrian facilities should be added to carry out Plan policies. The subdivision ordinance should require connection between new streets and existing streets, wherever possible, and allow for reduced right-of-way dimensions to maintain neighborhood character. Consideration of passive solar energy techniques in street and lot layout and landscaping should be required and the ordinance may require access easements in new subdivisions.

BUILDING AND HOUSING CODES

No building permit may be issued under California law (Gov. Code Section 65567) unless the proposed development is consistent with the City's open space plan and conforms to the policies of the Open Space and Conservation Element. To provide an administrative mechanism to ensure consistency, it applicants for building and grading permits should secure

zoning approval or other form of zoning clearance before these permits can be issued.

10.3 Capital Improvements Program

The Capital Improvements Program (CIP) includes a list of public works projects that the City intends to design and construct in coming years. Under California law, the Planning Division has responsibility for reviewing the CIP to determine whether it conforms to the General Plan. Specifically, the Government Code requires the Division to review for conformity with the General Plan any CIP projects requiring one or more of the following actions:

- Acquisition of land for public purposes;
- Disposition of land;
- Street vacations; and
- Authorization or construction of public buildings or structures.

The Planning Division has 40 days to comment on such actions, and under state law, these recommendations are advisory only; the City Council may make its own determinations of consistency.

The Planning Division also has the right to comment on CIPs prepared by San Pablo school districts and utility providers. These CIPs, and any annual revision proposed to them, are to be forwarded to the Commission at least 60 days prior to adoption for the Commission's review for consistency with the General Plan.

This page intentionally left blank.