

General Plan Review and Update: Draft Schedule rev. 1/30/09				
Month:	Date:	Task:	Assign To:	Completed:
December 2008	12/9/08	Introduce General Plan Process to Town Council.	Irwin	Yes.
January 2009	On-going	Process Implementation Meetings.	Susan/Jackie	Yes.
	1/14/09	Prepare template for General Plan Report Card & send to Susan for review.	Heather	Yes.
	1/20/09	Prepare draft Task Force Application & send to Susan for review.	Jackie	Yes.
	1/21/08	Prepare outline/draft for General Plan Kick Off Town Council Report: Report Card, Process, Schedule, Fiscal Impacts, Legal Updates.	Jackie	Yes.
	1/26/09	Review Task Force Application, Schedule & General Plan Report Card.	Susan/Jackie	Yes.
	1/26/09	Revise General Plan Report Card.	Heather	Yes.
	1/27/09	Task Force Application duplication.	Janet/Lynn/Kinkos	Yes.
	1/30/09	Mail out Task Force Application.	Janet/Lynn	Yes.
	1/27/09	Public Safety Comm. Task Force Selection.	Kevin	Yes.
	1/29/09	Review General Plan Report Card revisions.	Susan/Jackie	Yes.
	1/30/09	Complete General Plan Report Card.	Susan/Jackie	
	1/30/09	Complete General Plan Kick Off Town Council Report.	Jackie	
February 2009	2/2/09	Draft General Plan Kick Off Town Council Report to Susan for review.	Susan	
	2/3/09	Duplicate General Plan Kick Off Town Council Report.	Janet	
	2/4/09	ASRB Task Force Selection.	Jackie	
	2/5/09	History Comm. Task Force Selection.	Kevin	
	2/5/09	Recreation Comm. Task Force Selection.	Kevin	
	2/10/09	General Plan Kick Off at Town Council.	Susan/Jackie	
	2/11/09	Issue EIR Consultant RFP for Phase I.	Jackie	
	2/12/09	Trails Comm. Task Force Selection.	Kevin	
	2/12/09	Develop Design/Procedures for Task Force Study Packets.	Jackie/Michele	
	2/15/09	Bicycle Comm. Task Force Selection.	Kevin	
	2/18/09	Planning Commission Hearing on the Historic Preservation Element.	Jackie/Jean	
	2/23/09	Conservation Comm. Task Force Selection.	Kevin	

	Wk. of 2/23	Prepare Task Force Study Packet for: Task Force Kick off Meeting: Orientation and Discussion of Core Values & Land Use Element.	Jackie/Michele	
	2/24/09	Update to Town Council re: public-at-large applications for Task Force	Susan/Jackie	
	2/25/09	Livestock Comm. Task Force Selection.	Kevin	
	2/26/09	Open Space Comm. Task Force Selection.	Kevin	
March 2009	Wk. of 3/2	Send Out Task Force Study Packet for: Task Force Kick off Meeting: Orientation and Discussion of Core Values & Land Use.	Jackie/Michele	
	tbd	Task Force Kick off Meeting: Orientation and Discussion of Core Values.	Jackie/Michele	
	3/4/09	Close EIR RFP Period for Phase I.	Jackie	
	3/10/09	Selection of Task Force public-at-large members.	Susan/Jackie	
	3/10/09 (tent.)	Town Council Hearing on the Historic Preservation Element.	Susan/Jackie	
	3/11/09	Select EIR Consultant for Phase I.	Susan/Jackie	
	tbd	Land Use Element Meeting I.	Jackie/Michele/ EIR Consult.	
	tbd	Land Use Element Information Gathering.	Heather	
	tbd	Send Out Task Force Requested Information for: Land Use.	Jackie/Michele	
April 2009	tbd	Land Use Element Meeting II.	Jackie/Michele	
	tbd	Land Use Element Meeting III.	Jackie/Michele	
	tbd	Draft Scope for Land Use Technical Studies.	Jackie/EIR Consult.	
	Wk. of 4/27	Prepare Task Force Study Packet for: Open Space.	Jackie/Michele	
May 2009	Wk. of 5/4	Send Out Task Force Study Packet for: Open Space.	Jackie/Michele	
	tbd	Open Space Meeting I.	Jackie/Michele/ EIR Consult.	
	tbd	Open Space Information Gathering.	Heather	
	tbd	Send Out Task Force Requested Information for: Open Space	Jackie/Michele	
	tbd	Open Space Meeting II.	Jackie/Michele	
	tbd	Draft Scope for Open Space Technical Studies.	Jackie/EIR Consult.	
	Wk. of 5/25	Prepare Task Force Study Packet for: Conservation.	Jackie/Michele	

June 2009	Wk. of 6/1	Send Out Task Force Study Packet for: Conservation.	Jackie/Michele	
	Wk. of 6/1	Update re: Housing Element (separate track per State schedule).	Sage	
	tbd	Conservation Meeting I.	Jackie/Michele/ EIR Consult.	
	tbd	Conservation Information Gathering.	Heather	
	tbd	Send Out Task Force Requested Information for: Conservation	Jackie/Michele	
	tbd	Conservation Meeting II.	Jackie/Michele	
	tbd	Draft Scope for Conservation Technical Studies.	Jackie/EIR Consult.	
	Wk. of 6/29	Prepare Task Force Study Packet for: Circulation.	Jackie/Michele	
July 2009	Wk. of 7/6	Send Out Task Force Study Packet for: Circulation.	Jackie/Michele	
	tbd	Circulation Meeting I.	Jackie/Michele/ EIR Consult.	
	tbd	Circulation Information Gathering.	Heather	
	tbd	Send Out Task Force Requested Information for: Circulation.	Jackie/Michele	
	tbd	Circulation Meeting II.	Jackie/Michele	
	tbd	Draft Scope for Circulation Technical Studies.	Jackie/EIR Consult.	
	tbd	Mid-Process Planning Commission Update.	Jackie/Jean	
	tbd	Mid-Process Town Council Update.	Susan/Jackie/Jean	
August 2009	tbd	<i>Summer Vacation Month – No meetings.</i>		
	Wk. of 8/24	Prepare Task Force Study Packet for: Natural Hazards/Safety.	Jackie/Michele	
September 2009	Wk. of 9/1	Send Out Task Force Study Packet for: Natural Hazards/Safety.	Jackie/Michele	
	tbd	Natural Hazards/Safety Meeting I.	Jackie/Michele/ EIR Consult.	
	tbd	Natural Hazards/Safety Information Gathering.	Heather	
	tbd	Send Out Task Force Requested Information for: Natural Hazards/Safety	Jackie/Michele	
	tbd	Natural Hazards/Safety Meeting II.	Jackie/Michele	
	tbd	Draft Scope for Natural Hazards/Safety Meeting Technical Studies.	Jackie/EIR Consult.	
	Wk. of 9/28	Prepare Task Force Study Packet for: Noise	Jackie/Michele	

October 2009	Wk. of 10/5	Send Out Task Force Study Packet for: Noise	Jackie/Michele	
	tbd	Noise Meeting I.	Jackie/Michele/ EIR Consult.	
	tbd	Noise Information Gathering.	Heather	
	tbd	Send Out Task Force Requested Information for: Noise.	Jackie/Michele	
	tbd	Noise Meeting II.	Jackie/Michele	
	tbd	Draft Scope for Noise Technical Studies.	Jackie/EIR Consult.	
	Wk. of 10/26	Prepare Task Force Study Packet for: Public Utilities	Jackie/Michele	
November 2009	Wk. of 11/2	Send Out Task Force Study Packet for: Public Utilities	Jackie/Michele	
	tbd	Public Utilities Meeting I.	Jackie/Michele/ EIR Consult.	
	tbd	Public Utilities Information Gathering.	Heather	
	tbd	Send Out Task Force Requested Information for: Public Utilities.	Jackie/Michele	
	tbd	Public Utilities Meeting II.	Jackie/Michele	
	tbd	Draft Scope for Public Utilities Technical Studies.	Jackie/EIR Consult.	
	Wk. of 11/30	Prepare Task Force Study Packet for: Historic Preservation	Jackie/Michele	
December 2009	Wk. of 12/7	Send Out Task Force Study Packet for: Historic Preservation	Jackie/Michele	
	tbd	Historic Preservation Meeting I.	Jackie/Michele/ EIR Consult.	
	tbd	Historic Preservation Information Gathering.	Heather	
	tbd	Send Out Task Force Requested Information for: Historic Preservation.	Jackie/Michele	
	tbd	Historic Preservation Meeting II.	Jackie/Michele	
	tbd	Draft Scope for Historic Preservation Technical Studies.	Jackie/EIR Consult.	
	Wk. of 12/21	Prepare Task Force Study Packet for: Design Guidelines/Specific Plans.	Jackie/Michele	
January 2010	Wk. of 1/4	Send Out Task Force Study Packet for: Design Guidelines/Specific Plans.	Jackie/Michele	
	tbd	Design Guidelines/Specific Plans Meeting I.	Jackie/Michele/ EIR Consult.	
	tbd	Design Guidelines/Specific Plans Information Gathering.	Heather	
	tbd	Send Out Task Force Requested Information for: Design Guidelines/Specific Plans.	Jackie/Michele	

	tbd	Design Guidelines/Specific Plans Meeting II.	Jackie/Michele	
	tbd	Draft Scope for Design Guidelines/Specific Plans Technical Studies.	Jackie/EIR Consult.	
	Wk. of 1/25	Prepare Task Force Study Packet for: Optional Elements/Guidelines/Specific Plans.	Jackie/Michele	
February 2010	Wk. of 2/1	Send Out Task Force Study Packet for: Optional Elements/Guidelines/Specific Plans.	Jackie/Michele	
	tbd	Optional Elements/Guidelines/Specific Plans. Meeting I.	Jackie/Michele/ EIR Consult.	
	tbd	Optional Elements/Guidelines/Specific Plans Information Gathering.	Heather	
	tbd	Send Out Task Force Requested Information for: Optional Elements/Guidelines/Specific Plans.	Jackie/Michele	
	tbd	Optional Elements/Guidelines/Specific Plans Meeting II.	Jackie/Michele	
	tbd	Draft Scope for Optional Elements/Guidelines/Specific Plans Technical Studies.	Jackie/EIR Consult.	
March 2010	tbd	End-Process Planning Commission Update.	Jackie/Jean	
	tbd	End-Process Town Council Update.	Susan/Jackie/Jean	
	tbd	Issue EIR Consultant RFP for Phase II.	Jackie	
April 2010	tbd	Close EIR RFP Period for Phase I.	Jackie	
		Select EIR Consultant for Phase I.	Susan/Jackie	
May 2010	tbd	Prepare CEQA: EIR Draft I.	EIR Consult.	
	tbd	EIR Draft I Staff Review.	Susan/Jackie/Jean	
June 2010	tbd	Prepare CEQA: Final Draft EIR.	EIR Consult.	
	tbd	Final Draft EIR Staff Review.	Susan/Jackie/Jean	
July 2010	tbd	Circulate CEQA.	EIR Consult.	
August 2010	tbd	Complete CEQA: Response to Comments & Incorporate Comments.	EIR Consult.	
August 2010	tbd	General Plan Production/Graphics	Graphics Consult.	
August 2010	tbd	<i>Summer Vacation Month – No meetings.</i>		
September 2010	tbd	Planning Commission Public Hearing: General Plan 2010.	Jackie/Jean	
September 2010	tbd	Town Council Public Hearing: General Plan 2010.	Susan/Jackie/Jean	