



# Town of Tiburon

## STAFF REPORT

AGENDA ITEM \_\_\_\_\_

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TO: **PLANNING COMMISSION**

FROM: **KEVIN BRYANT, ADVANCE PLANNER**

SUBJECT: **ANNUAL GENERAL PLAN STATUS REPORT FOR FY 2003-2004**

MEETING DATE: **SEPTEMBER 8, 2004** REVIEWED BY: \_\_\_\_\_

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### BACKGROUND

Government Code Section 65400(b) requires that an annual report be prepared by the planning agency of each town or city, which is then forwarded to the appropriate legislative body, on the status of the General Plan and progress in its implementation. In Tiburon, the “planning agency” is the Planning Commission.

The statute specifically requires a progress report on meeting the community’s regional fair share housing allocations.

The *General Plan Guidelines*, published by the Governor’s Office of Planning & Research (OPR) in October 2003, states that “if the jurisdiction is in the process of a comprehensive general plan update, the progress report can be limited to a brief letter describing the scope of work and anticipated completion date.”<sup>1</sup>

State law also requires that the annual report be forwarded to the State Department of Housing and Community Development (HCD) and to the Governor’s Office of Planning & Research (OPR) in Sacramento each year.

### RECOMMENDATION

It is recommended that the Planning Commission review the draft letter, make any desired revisions, and direct Staff to forward the letter to the Town Council and then to the State Department of Housing & Community Development and the Governor’s Office of Planning & Research.

### ATTACHMENTS

1. Draft annual report for Fiscal Year 2003-2004

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<sup>1</sup> State of California Governor’s Office of Planning & Research, *General Plan Guidelines*, October 2003, p. 172.