



**MEETING DATE:** March 12, 2025

**AGENDA ITEM:** 5. Planning: 2024 General Plan Annual Progress Report

**FROM:** Karen Downs

**RE:** Review of the 2024 General Plan Annual Progress Report

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**BACKGROUND:**

California Government Code Section 65400 requires all cities to file a General Plan Annual Progress Report (APR) to the Governor's Office of Planning and Research (OPR). The purpose of the Report is to monitor the City's implementation of the General Plan over time, to help identify statewide trends, document progress in meeting the City's share of regional housing needs, and inform local decision makers. Prior to submittal to the state, the APR must be presented to the City Council for review and acceptance. The City's current General Plan was adopted on June 12, 2024.

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**EXECUTIVE SUMMARY:**

**Analysis**

The Annual Progress Report provides an overview of the activities completed or currently being undertaken during 2024 to implement or update the General Plan. As the General Plan 2045 was adopted in 2024, there were no additional updates to any elements of the General Plan during the 2024 calendar year. The City has prepared the Housing Element APR in accordance with State requirements, which will be submitted to the State Department of Housing and Community Development (HCD) by April 1, 2025.

The City is in the process of preparing the required Housing Element, which is a part of the General Plan that is adopted separately in accordance with HCD requirements. It is expected that the Housing Element will be adopted in 2025 following HCD approval. Similarly, the City's Safety Element is a part of the General Plan that is adopted separately in accordance with State requirements related to the Multi-Jurisdiction Hazard Mitigation Plan (HMP). The City will begin preparation of an update to the Safety Element in 2025, along with the HMP.

The City's General Plan APR is formatted in accordance with the State of California Governor's Office of Planning and Research (OPR) memo regarding General Plan APR Guidance dated October 6, 2022. The City will submit the APR to the State in compliance with the California Government Code.

**Environmental Review**

No environmental review is required for this item.

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**RECOMMENDATION:**

Staff recommends that the City Council review and accept the General Plan APR, and direct staff to submit the APR to OPR.

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**FISCAL IMPACT:**

There is no financial impact to the staff recommendation.

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**ATTACHMENTS:**

- A. 2024 GENERAL PLAN ANNUAL PROGRESS REPORT



## 2024 General Plan Annual Progress Report

### CITY OF PORTOLA

General Plan Annual Progress Report: 2024 Reporting Period

City Council Review: March 12, 2025

*CITY COUNCIL*

*Jim Murphy, Mayor*

*Bill Powers, Mayor Pro Tem*

*Leah Turner, Councilmember*

*Mikki Battaglia, Councilmember*

*Pat Morton, Councilmember*

# Table of Contents

Introduction .....	3
About the General Plan	
About the Annual Progress Report	
General Plan Status.....	3
Status of the General Plan Elements	
General Plan Amendments and Updates.....	4
Amendments	
Comprehensive Update	
Housing Element & APR Reporting Requirements	
Safety Element	
General Plan Implementation: Summary of Activity .....	5
Activity	
Planning Commission	
Building and Public Works Division	
Planning Activities Initiated	
General Plan Policies and Programs	
Major Development Applications Processed	
Compliance with OPR General Plan Guidelines .....	7
General Plan Update (General Plan 2045)	
Priorities for Land Use Decision Making .....	7
Strategy for Monitoring Long-term Growth	



## Introduction

### About the General Plan

California Government Code Section 65300 mandates that each planning agency prepare, and the legislative body shall adopt, a General Plan for guiding physical change in the City. The General Plan is the foundational development policy document of the City of Portola. It defines the framework by which the resources of the City are to be managed and utilized over time. The General Plan is available for public review at City Hall and on the City’s website. The General Plan acts to clarify and articulate the intentions of the City with respect to the rights and expectations of the public, property owners, and prospective investors and business interests.

### About the Annual Progress Report

Government Code Section 65400 and 65700 mandates that all cities and counties submit an annual progress report on the status of the General Plan and progress in its implementation to their legislative bodies, the Governor’s Office of Planning and Research (OPR) and Housing and Community Development (HCD) by April 1 of each year. The General Plan Annual Progress Report (APR) provides local legislative bodies and the public with information regarding the implementation of the General Plan for the City.

This 2024 General Plan APR covers the period from January 1, 2024 through December 31, 2024. This General Plan APR does not describe Portola’s progress toward implementing the Housing Element. This information can be found in the 2024 Housing Element APR, which will be submitted to HCD by April 1, 2025.

## General Plan Status

### Status of the General Plan Elements

State law requires that the General Plan includes seven elements. These mandatory elements must cover the following topics: Land Use, Circulation, Housing, Safety, Noise, Conservation, and Open Space. State law allows the City to adopt any additional general plan elements that the City deems necessary. The City has adopted the Community Design, Economic Development, Public Services and Facilities, and Air Quality as optional elements, which have the same decision making weight as the mandatory elements. Additionally, the elements of the general plan may combine elements as it deems necessary. The City of Portola General Plan combines the Conservation and Open Space elements into a single element. The following is a breakdown of the City’s General Plan:

General Plan Element	Date of Adoption	Next Update	Examples of Topics Covered
<b>Land Use</b>	June 12, 2024	Anticipated review- 2029	Provides for the types, density or intensity, design and distribution of existing and potential City areas.
<b>Community Design</b>	June 12, 2024	Anticipated review- 2029	The Community Design Element defines specific details for development of the City. These details address building characteristics and common area features such as landscaping, signs, neighborhood design, and community form.



General Plan Element	Date of Adoption	Next Update	Examples of Topics Covered
<b>Circulation</b>	June 12, 2024	Anticipated review- 2029	Identifies the street pattern and other circulation infrastructure and transportation systems needed to support the uses identified Land Use Element.
<b>Economic Development</b>	June 12, 2024	Anticipated review- 2029	Defines the objectives, policies and proposals for improved employment, business retention and expansion, and fiscal growth of the community.
<b>Public Services and Facilities</b>	June 12, 2024	Anticipated review- 2029	The Public Services and Facilities Element is focused on ensuring that the community infrastructure is in place to accommodate the growth and development identified in other elements of this General Plan. This element addresses both hard infrastructure (such as sewer and water) and the public services (such as police and fire).
<b>Conservation and Open Space</b>	June 12, 2024	Anticipated review- 2029	Define policy for the protection of significant natural resources, providing the setting or context for urban land use development and incorporated City areas.
<b>Noise</b>	June 12, 2024	Anticipated review- 2029	Identifies the sources and outlines policy to protect land uses against adverse noise levels associated with necessary circulation and related activity.
<b>Air Quality</b>	June 12, 2024	Anticipated review- 2029	Identifies air quality goals and policies to protect the health and welfare of the community in aspects of development, transportation, and activity affected by the General Plan.
<b>Housing (Separate Document)</b>	July 2019	to be updated in 2025	Identifies and provides an analysis of existing and projected housing needs, an evaluation of housing constraints, a statement of goals, policies, quantifiable objectives and financial resources, and scheduled programs for the preservation, improvement, and development of housing.
<b>Safety (Separate Document)</b>	April 2019	to be updated in 2025	Provides for the protection of lives and property from the adverse effects of natural and manmade hazards.

## General Plan Amendments and Updates

### Amendments

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, and as required by State law. Periodic adjustments to the General Plan may occur from time to time, as development opportunities emerge. The General Plan 2045 was adopted in June 2024 and no amendments have been made since its adoption.



### Comprehensive Update

On June 12, 2024, the City Council approved Resolution No. 2579, adopting the City of Portola General Plan 2045. The General Plan was updated to reflect changes in State and Federal law, including the California 2017 General Plan Guidelines; updated to reflect completed projects and current operations, and conditions which had been changed since the previous General Plan was adopted; eliminated goals and policies that had been accomplished and engineering standards that are maintained by the City or other externally-regulating agency, such as Caltrans, in standalone documents; updated to reflect the current status of approved projects; and typographical and editorial corrections.

### Housing Element & APR Reporting Requirements

Portola adopted the 6<sup>th</sup> Cycle Housing Element of the General Plan in July 2019 as required by State Law. The update addressed state mandated goals of fair housing, ensuring sufficient sites and zoning to meet larger RHNA requirements, removing constraints to housing development, maintenance, and improvement. The 7<sup>th</sup> Cycle Housing Element is due to be updated in 2025.

The city submits an APR to HCD annually, as required by State law. This General Plan APR does not describe Portola's progress toward implementing the Housing Element. This information can be found in the 2024 Housing Element APR which will be submitted to the State by April 1, 2025.

### Safety Element

Portola adopted the Safety Element of the General Plan in April 2019 as required by State Law. The update addressed the protection of lives and property from the adverse effects of natural and manmade hazards. The City's Safety Element is adopted separately in accordance with State requirements related to the Multi-Jurisdiction Hazard Mitigation Plan (HMP). The City will begin preparation of an update to the Safety Element in 2025, along with the HMP.

## General Plan Implementation: Summary of Activity

General Plan policies and objectives are implemented via the Portola Municipal Code and Zoning Map, Development Agreements, Design Guidelines, other implementation documents associated with General Plan elements and area plans, and through review and approval of private and public projects by the Planning Commission and City Council.

The objectives and policies reflected in the Municipal Code translate the General Plan's vision into specific rules for private development. Review and approval of private projects must also incorporate assessment of the proposed project against General Plan policies and objectives. This comes in the form of "Findings" that affirm a project's compliance with specific objectives and policies of the General Plan, and consistency with the Municipal Code.

Portola's Municipal Code requires that certain actions be referred to the Portola staff for evaluation of consistency with the General Plan prior to their consideration by the City Council. Projects requiring a finding of consistency with the General Plan or using public funding are generally reviewed to be in conformance with the General Plan.



### Activity

The policies and programs identified in the General Plan include tools already in place and used on a day-to-day basis in the City. Some of the various tools available to further the City's goals and objectives include the City Council's annual goals and priorities, Budget/Capital Improvement Program, Municipal Code regulations, grant funding, etc.

### Planning Commission

Generally, the Planning Commission is designated as the Planning Agency as authorized by Section 65100 of the Government Code. The Planning Commission has the discretionary and advisory responsibilities that are authorized by Chapter 2.36 of the Portola Municipal Code.

During 2024, there were fewer than three planning commissioners seated, so the City Manager, as Hearing Officer, exercised the powers and authorities of the Planning Commission (Section 2.36.140). The Hearing Officer took action on the following application:

- Lot Merger- 425 Cedar Ridge Avenue
- Conditional Use Permit for Recycling Center – 225 Taylor Avenue

### Building Department

The City's Building and Life Safety Division reviews project plans, issues permits, and provides inspection services for compliance with California's building, fire, mechanical, electrical, plumbing, energy, and disabled access codes, as well as City ordinances. In 2024, the Building Division received 101 building permit applications and issued 57 building permits.

### Planning Activities Initiated

No planning activities, such as master plans, specific plans, environmental assessments, annexation studies, or similar studies or plans, were initiated in 2024.

Planning staff continued work towards completing the General Plan 2045 and associated environmental review; 7<sup>th</sup> Cycle Housing Element, including submitting the draft Housing Element to the State Department of Housing and Community Development (HCD); the Local Hazard Mitigation Plan (LHMP) and ultimately working with Plumas County and the selected consultant towards development of the Multi-Jurisdiction Hazard Mitigation Plan; review of development agreements; review of the Municipal Code, and processing planning applications.

### General Plan Policies and Programs

On June 12, 2024, the City Council approved Resolution No. 2579, adopting the City of Portola General Plan 2045.

### Major Development Applications Processed

No major development applications were submitted to the City.





## Compliance with OPR General Plan Guidelines

Portola's General Plan update ensures conformance with the 2017 OPR Guidelines:

### [General Plan Update \(General Plan 2045\)](#)

In 2016, the state adopted an amendment to Government Code §65302 that added to the required elements of the general plan either an environmental justice element, or related goals, policies, and objectives integrated into other elements. In 2017, OPR released an updated version of the General Plan Guidelines, including detailed information on statutory requirements of the mandated general plan elements and complying with the new environmental justice mandate. Portola's General Plan 2045, adopted June 12, 2024, is intended to ensure conformance with the 2017 OPR Guidelines.

The General Plan elements outline the City's updated and reorganized general plan elements and policies to the OPRs "Completeness Checklist" of statutory requirements in the 2017 General Plan Guidelines. Each Element has been updated as necessary to meet State mandates, to respond to new state and local planning priorities, or to react to emerging climate change indicators or other physical changes in the City.

## Priorities for Land Use Decision Making

### [Strategy for Monitoring Long-term Growth](#)

The City has not adopted specific priorities, such as the passage of moratoria or emergency ordinances, for land use decision making, apart from the General Plan and Municipal Code. Any projects are reviewed to be in conformance with the City's General Plan, Municipal Code, or any other planning documents as applicable. In this review, staff addresses the public service and infrastructure needs of any project land use impacts.

