

MEMORANDUM

To: Greg Stones, Planning Manager | City of Lompoc
Laurie Tamura, AICP, Contract Planner | City of Lompoc

FROM: Brent Gibbons, AICP, Principal Planner | Mintier Harnish

CC: Mario Guerrero, Community Development Director | City of Lompoc
Jim Harnish, Principal/Owner | Mintier Harnish
Ryan Lester, Project Manager | Mintier Harnish

DATE: Monday, October 20, 2025

RE: City of Lompoc 2050 Technical General Plan Update, Phase II

Over the last three years Mintier Harnish and their consultant team worked with the City of Lompoc to prepare two key General Plan Elements - the Housing Element and the Environmental Justice Element. These elements were adopted in 2024. With the adoption of these two elements, State law requirements triggered updating of two other elements - the Safety Element and Circulation Element. Mintier Harnish worked with City staff to prepare these elements, which were adopted by the City Council in 2025.

The 2030 General Plan includes three other mandated elements - Land Use; Conservation and Open Space; and Noise. The city also has four optional elements Public Facilities; Parks and Recreation; Economic Development; and Urban Design. All of these elements will be updated to guide the city to 2050, and they will be consistent with the four already adopted elements. The elements will be updated as part of Phase II of the Technical General Plan Update (see table below).

As part of this update, the consultant team, in coordination with City staff, will ensure consistency with growth projections by the Santa Barbara County Association of Governments (SBCAG), the SBCAG RTP/SCS, the ongoing Municipal Services Review (MSR) for Lompoc, and identified LAFCo policies. This will help align proposed Sphere of Influence adjustments and annexations that will be analyzed in the General Plan update and subsequent Environmental Impact Report as part of the project.

This next phase of the General Plan Update will include several community engagement workshops and meetings with the community, as well as the Planning Commission and City Council study session and hearings. The Project is slated for completion in mid-2028.

General Plan Elements	Required Elements	Optional Elements	Additional Notes
PHASE 1 Updates			
Housing Element 2023-2031	<input checked="" type="checkbox"/>		<i>Approved by City in 2024</i>
Environmental Justice	<input checked="" type="checkbox"/>		<i>Approved by City in 2024</i>
Safety Element	<input checked="" type="checkbox"/>		<i>Approved by City in 2025</i>
Circulation Element	<input checked="" type="checkbox"/>		<i>Approved by City in 2025</i>
PHASE 2 2050 Updates			
Land Use Element	<input checked="" type="checkbox"/>		<i>This Element will include Sphere adjustments and annexations</i>
Conservation and Open Space Element	<input checked="" type="checkbox"/>		
Noise Element	<input checked="" type="checkbox"/>		
Public Facilities Element		<input checked="" type="checkbox"/>	
Parks and Recreation Element		<input checked="" type="checkbox"/>	
Economic Development Element		<input checked="" type="checkbox"/>	<i>Based on prior Council discussion this Element can be consolidated into the Land Use Element.</i>
Urban Design Element		<input checked="" type="checkbox"/>	<i>Based on prior Council discussion this Element can be consolidated into the Land Use Element.</i>

Lompoc 2050 General Plan Update Scope of Work

Phase 1: Project Initiation

Task 1.1: Request for Information

The Consultant will provide a Request for Information (RFI) to City staff in advance of the kick-off meeting. The RFI will include data necessary for the Consultant team to prepare the Background Report and Program Environmental Impact Report (PEIR). The Consultant will discuss the RFI at the kick-off meeting and identify the additional research and data collection necessary to complete the Draft Background Report, General Plan Update, and PEIR.

Task 1.2: Kick-off Meeting

The Consultant and City staff will hold a kick-off meeting at the outset of the General Plan Update to accomplish the following:

- Review the work scope and schedule.
- Establish communication protocols, including monthly status reporting, project status coordination calls, and conference call/online call protocols.
- Determine a typical review schedule needed by City staff for draft work products.
- Review and discuss overall organization of the General Plan.
- Review the City Council's expectations.
- Identify informational sources and available GIS mapping data, including its level of accuracy, status, and most recent updates.
- Discuss the status of existing development projects and other planning efforts the City is currently undertaking.
- Determine consultation and coordination with appropriate governmental agencies.

Task 1.3: Community Engagement Program

The General Plan Update presents a crucial opportunity to shape the city's future in areas such as land use, transportation, sustainability, and economic development. To create a vision that reflects the needs and aspirations of all community members, we must implement an inclusive and accessible public engagement process. During the kick-off meeting, we will discuss with City staff the range of community engagement choices for the project. The engagement approach will include a schedule of community meetings, popups, community-based organization presentations and meetings, Steering Committee meetings, and City Council and Planning Commission Study Sessions where the community and decision-makers will have an opportunity to review and comment on key milestones in the update process.

As a part of this task, we will work with City staff to develop and finalize a Community Engagement Program that we will use to guide engagement throughout the General Plan Update. The strategy will describe how the engagement will be structured to ensure residents, businesses, property owners, and other community stakeholders are aware of and engaged throughout the project. This strategy will include not only multiple

opportunities to provide input and feedback, but multiple outreach techniques to maximize community engagement. While we expect to refine the details of the Community Engagement Program with City staff, our work program and budget estimate includes the following engagement elements:

- Maintaining the existing Envision Lompoc General Plan Website
- Online interactive engagement
- In-person open house workshops
- Community mailer notifications
- Eblasts, social media, and online notifications
- Events flyers
- Planning Commission and City Council study sessions and hearings
- Translation

Task 1.4: All Hands Kick-off City Council Study Session

Given the significance of the General Plan Update, it will be important for the City Council, to reconvene with the Consultant early in the project and to have a clear understanding of what to expect during the process. The Consultant will facilitate an all-hands study session with key City staff and the City Council. As part of this meeting, Planning Commissioners and other board and committee members are invited to attend. For schedule and budget efficiency this study session will take place on the same day of the kick-off meeting with City staff. This study session will provide a common understanding of the need for and purpose of the General Plan Update, the key steps in the process, community engagement, legislative mandates, and contemporary planning issues. The Consultant will facilitate a discussion on the major issues facing Lompoc and solicit initial feedback on items to be addressed within the phases of the project. The study session will be widely publicized and open to interested community members. The Consultant will post the presentation, support materials, and results on the project website.

Deliverables

- Request for Information (digital version, Excel and PDF)
- Kick-off Meeting agenda and materials (digital version, Word, PDF, and PowerPoint)
- Community Engagement Program (digital version, Word and PDF)
- All Hands Kick-Off Study Session Materials (digital version, PPT)

Phase 2: Existing Conditions and Trends and Vision

Task 2.1: Existing Data Collection and Compilation

Knowledge of existing conditions within Lompoc will provide the Consultant and the community with a more thorough understanding of what has changed since the last update to each element of the General Plan and the trends that will be shaping the community's future. At the beginning of the Update process, and prior to initiation of public engagement, the Consultant will prepare a Request for Information (RFI), which will list the data items typically collected from a community. Our team will initially collect as much of this information as possible from online resources.

The Consultant will use and rely upon these existing resources during the preparation of the Background Report. The information collected from the City and other entities will be supplemented with data collected by our team.

Task 2.2: Administrative Draft Background Report

Land Use and Urban Design. The Consultant will analyze the existing General Plan land uses and other adopted plans that affect development in Lompoc. The Consultant will map and analyze existing land uses based on available GIS and/or Assessor's data and identify opportunities and constraints for future development and reuse. The Consultant will also describe regional planning efforts affecting the city.

- Existing Land Use
- General Plan Land Use Designations and distribution
- Specific Plan Land Use Designations and distribution
- Existing Zoning and distribution
- Other Agency Plans

This section will also summarize the community character of Lompoc's neighborhoods and districts and the design characteristics of each. This will include describing architectural patterns, community gateways, and major geographic features that define the character of Lompoc.

Population, Employment, and Housing. The Consultants will update city demographic and housing data using the most recent information from the Federal Census and the State Department of Finance. We will prepare a thorough, up-to-date description of the demographic, physical, and social characteristics of the city and document the trends that will influence the city's future.

Biological Resources. The Consultant will conduct standard database searches to identify biological and aquatic resources, including California Department of Fish and Wildlife (CDFW) California Natural Diversity Database (CNDDDB), California Native Plant Society (CNPS), and US Fish and Wildlife Service (USFWS) record searches to identify any sensitive biological resources within the General Plan Planning Area. Using local, regional, State, and Federal data, we will analyze existing biological resource conditions with respect to identified sensitive and special-status species and resources.

Cultural Resources. The Consultants will summarize historic structures and locations and conduct archeological sensitivity analyses for both prehistoric and historic sites using records maintained at the regional information center and in published research papers.) This section will include areas for the protection of cultural resources consistent with recent State mandates including Tribal Consultation requirements under SB 18 and AB 52.

Public Facilities, Services, and Infrastructure. The Consultants will summarize infrastructure, resources, services, and facilities related to water supply and delivery, wastewater collection and disposal, stormwater drainage, solid waste and recycling, energy and telecommunications, law enforcement, fire protection, health care, schools and education, and government services. For each of the topical areas described, the Consultants will identify planned facility improvements and estimate future demands based on projected development compared to available capacity and planned improvements, identifying potential facility and/or service shortfalls.

Open Space, Parks, and Recreation. The Consultants will outline existing open space, trails, parks, public art, agricultural lands, and other community facilities and conditions in Lompoc. Using the existing General Plan as a guide, we will summarize existing conditions for these features as well as reference any adopted plans that may determine the locational gaps, growth trends, and opportunities in Lompoc. Trails, parks, and other community facilities will be inventoried and mapped.

Noise. The Consultants will review existing noise data, including recent EIRs and studies, and summarize the existing noise environment in Lompoc resulting from major roadways and highways, and stationary noise sources and activities. The Consultants will also document existing noise sensitive areas and sites. The Consultants will also summarize current information on ground vibration. The Consultants will also update

existing noise contours based on the data collected during the noise monitoring survey and traffic data developed/collected.

Task 2.3: Public Review Draft Background Report

The Consultants prepare a Public Review Draft Background Report that incorporates edits in response to City staff comments on the Administrative Draft. This task anticipates one round of review by City staff. The Consultants assume that City staff will be responsible for distributing draft documents to relevant City department staff members for review; the City will be responsible for compiling comments from various City staff into a single Word document (by chapter).

Task 2.4: Community Open House #1: Existing Conditions and Visioning

The Consultant will facilitate an open house style community workshop to present the findings from the Preliminary Background Report and solicit feedback. This open house will also introduce the visioning effort as part of Phase 3 with an interactive station on initiating the preparation of a community vision for the General Plan. We expect to facilitate several exercises to assist in generating this feedback including but not limited to:

- Issues and Opportunities Mapping
- Post Cards from the Future
- “Mad Libs” Vision Boards

As part of the engagement effort, the Consultants in collaboration with City staff will facilitate outreach to Alan Hancock College and Lompoc High School to gather feedback from alternative groups of community members in Lompoc.

Task 2.5: Assets, Issues, Opportunities, and Vision and Guiding Principles Report

The Consultants will summarize the results of Open House #1 in an Administrative Draft Assets, Issues, Opportunities, and Vision and Guiding Principles Report. The report will include a summary of the key city features, challenges, and potential opportunities that should be considered in updating the General Plan. The Report will also include a draft vision statement that represents the ideal future for the community and represents the City’s core values. We will base the vision statement on input gathered at the Community Open House #1 and input from City staff. Following review by City staff, we will revise the Administrative Draft and prepare a Public Review Draft Assets, Issues, Opportunities, and Vision and Guiding Principles Report for review with the Planning Commission and City Council.

Task 2.6: City Council and Planning Commission Special Meeting Session: Assets, Issues, Opportunities, and Vision and Guiding Principles

The Consultants will present the Draft Assets, Issues, Opportunities, and Vision and Guiding Principles Report to the City Council and Planning Commission. We will facilitate a discussion about the results of Community Open House #1 and provide the feedback received from the community and the Project Team’s observations. We will also facilitate a review and discussion of the Draft Vision Statement and Guiding Principles and ask the Council and Commission to provide feedback to inform a final vision statement for the General Plan Update. Use of the designated project contingency will be required if the City desires to separate this meeting into two meetings, one with each body.

Deliverables

- Administrative Draft Background Report (digital version, Word and PDF)
- Public Review Draft Background Report (digital version, Word and PDF)
- Community Open House #1 materials (digital version, Word and PDF)
- Assets, Issues, Opportunities, and Vision and Guiding Principles Report (digital version, Word and PDF)
- City Council and Planning Commission Study Session Materials (digital version, PPT)

Phase 3: General Plan Assessment

Task 3.1: Diagnostic Document Review

The Consultant will review all City documents relevant to the update of several elements, including the 2030 General Plan and related amendments, 2024-2031 Housing Element, the General Plan Annual Report, City Municipal Code, and other planning policy or regulatory documents.

Task 3.2: General Plan Audit

The Consultants will work with City staff to evaluate the 2030 General Plan to determine what works, what does not work, and where the plan is not providing adequate or current guidance. This will be done using our proprietary General Plan Audit Tool. This tool will help City staff gain insights on the existing General Plan clarity, linkages to other plans, progress in achieving desired outcomes, and whether goals, policies, and programs should be carried forward, modified, or removed. As part of this evaluation, the Consultants in collaboration with City staff will ensure consistency with the previously adopted four General Plan Elements. The General Plan Audit will not be recommending changes and/or modifications to the previously four adopted Elements. The evaluation will address the following questions:

- **Completion.** Has a policy or program been achieved or carried out?
- **Clarity.** Is the policy or program language clear and easily interpreted?
- **Progress.** Can the policy or program implementation be easily monitored?
- **Outcome.** Did the policy or program result in the desired outcome and achieve the vision or goals of the General Plan.
- **Continuation.** Is the goal, policy, or program still relevant and can be carried forward into the updated General Plan?
- **Current.** Does the goal, policy, or program adequately address current issues?
- **Modification.** How should the goal, policy, or program be modified to provide

Phase 4: Land Use Alternatives

Task 4.1: Growth and Policy Alternatives

The Consultants will facilitate a work session with City staff to develop land use alternatives and policy options. In advance of the work session, we will prepare several land use concepts based on what we have learned about community goals, values, and expectations. These land use concepts at a minimum will address adjustments to the Sphere of Influence (SOI) and annexation areas (Bailey Avenue Corridor). The concepts will be consistent with the vision statement. Based on the General Plan Audit, the Consultants will prepare policy options for key topics and issues to support the land use alternatives. Following the City staff work session, we will refine the land use alternatives and policy option topics and prepare an evaluation of the land use alternatives.

Task 4.2: Community Open House #2: Alternatives

The Consultants and City staff will facilitate an open house workshop to get community feedback on the land use alternatives and policy options developed under Task 4.1. Following a presentation and question and answer session, we will direct participants to a series of stations representing the land use alternatives and supporting policy options. The differences between the alternatives will be highlighted. Each station will have post-it notes on which the participants can write their comments. There will also be an opinion survey station that participants can use to provide more detailed feedback.

Task 4.3: Alternatives Report

Based on input received from the community as well as ideas from the Consultant team, the Consultant will prepare an Administrative Draft Alternatives Report for review by City staff. This Report will contain two land use and circulation alternatives as well as key policy alternatives.

The Alternatives Report will include maps and descriptions for land use alternatives that cover each of the growth/change areas identified. The Consultant will group these location-specific alternatives into alternative packages that achieve the Vision and Guiding Principles. The assessment conducted will include an evaluation of alternatives in terms of implications for growth, city boundaries, land use and community character, mobility and connectivity, public facilities and services, economic development, environmental justice, City fiscal health, and the natural environment. For each policy alternative, the Consultant will identify the issues for which there is clear policy choice and direction, as well as issues where choice and direction is not as clear. The Consultant will complete a qualitative comparative assessment of the policy implications of each alternative based on clarity and congruence with key issues.

The Consultant will prepare an Alternatives Report that clearly communicates the potential implications of each alternative, supporting a more informed choice. The Consultant will base the assessment of each alternative choice primarily on a qualitative look at factors that can be used to differentiate the alternatives and their potential impacts on the community relative to achieving the Vision and Guiding Principles. There are three areas where the Consultant will provide more quantifiable information: traffic model forecasts, fiscal impact analysis, and parking analysis.

The work completed at this stage is designed to help the community evaluate the alternatives presented and is not intended to be a full CEQA alternatives analysis (which will be performed as part of a later phase).

Following review of the Administrative Draft Alternatives Report, the Consultant will make modifications to reflect changes directed by staff and produce and publish the Public Review Draft Alternatives Report

Task 4.4: Planning Commission Study Session

The Consultants will facilitate a study session with the Planning Commission to review the Public Review Draft Land Use Alternatives Report. The Planning Commission will recommend any revisions or adjustments to the Report to the City Council, which we will show in Word track changes.

Task 4.5: City Council Study Session

The Consultants will facilitate a study session with the City Council to review the Public Review Draft Land Use Alternatives Report. The City Council will provide direction on revisions or adjustments to the Report prior to the Consultants drafting the Technical General Plan Update and CEQA analysis.

Phase 5: Prepare the 2050 General Plan

The Consultants and City staff will prepare an Administrative Review Draft 2050 General Plan. The Plan will include technical updates to the Land Use Element, Conservation and Open Space Element, Parks and Recreation Element, Public Services Element, and Noise Element for consistency with State law. In addition, the Consultants will update the Economic Development and Urban Design Elements, which are optional elements highlighted by the State. During previous City Council Meetings, the City Council discussed collapsing the two optional elements into the Land Use Element for efficiency. We will evaluate this as part of this Phase. The Plan will reflect best practices for General Plans. It will include goals and policies organized by topic in a logical, easily understood structure, aligning with the States General Plan Guidelines.

Task 5.1: Administrative Draft 2050 General Plan Land Use Element

The Consultants will update the 2030 Land Use Element, which addresses a full range of important environmental issues that directly impact the community. We will update this element based on new information developed through review of existing conditions Background Report from Phase 2, as well as input received through the Open House Workshops, Study Sessions, and conversations with City staff. The updated Land Use Element will specifically address changes in the City's Sphere of Influence and identified annexations area, such as the Bailey Avenue corridor. The intent of the updated Element is to align with LAFCo policies to ensure a smooth application process for future annexations with the Commission. In addition, the updated Land Use Element will have goals and policies that incorporate regional consistency with the SBCAG 2050 RTP/SCS. The Land Use Element will be prepared in conformance with all mandatory requirements of State law.

Task 5.2: Land Use Diagram

The Consultant will prepare an updated Land Use Diagram as part of the Administrative Draft 2050 General Plan. We will discuss options for streamlining the land use designations and graphic design options for making the land use diagram user friendly. The Land Use Diagram at a minimum will provide land uses for future annexations areas (Bailey Avenue Corridor) consistent with the direction from the Land Use Alternatives process in Phase 4, as well as the recommended amendment to the City's Sphere of Influence (SOI). The

Consultant will submit the Land Use Diagram to City staff for review. Following that review we will prepare a Public Review Draft Land Use Diagram.

Task 5.3: Administrative Draft 2050 General Plan Conservation and Open Space Element

The Consultants will update the 2030 Conservation and Open Space Element, which addresses a full range of important environmental issues that directly impact the community. We will update this element based on new information developed through review of existing conditions Background Report from Phase 2, as well as input received through the Open House Workshop, Study Sessions, and conversations with City staff. The Conservation and Open Space Element will be prepared in conformance with all mandatory requirements of State law.

Task 5.4: Administrative Draft 2050 General Plan Parks and Recreation Element

The Consultants will update the 2030 Parks and Recreation Element, which establishes goals, policies, and implementing measures that ensure the recreational needs of Lompoc are met by providing convenient, attractive, diverse and well-maintained park and recreational facilities. We will update this element based on new information developed through review of existing conditions Background Report from Phase 2, as well as input received through the Open House Workshop, Study Sessions, and conversations with City staff. The Parks and Recreation Element is optional, but will be updated with revised goals, policies, and programs based on best planning practices.

Task 5.5: Administrative Draft 2050 General Plan Public Services Element

The Consultants will update the 2030 Public Services Element, which establishes goals, policies and implementing measures that ensure the provision of basic services and infrastructural needs for Lompoc to operate effectively and efficiently as a City. We will update this element based on new information developed through review of existing conditions Background Report from Phase 2, as well as input received through the Open House Workshop, Study Sessions, and conversations with City staff. The Public Services Element is optional, but will be updated with revised goals, policies, and programs based on best planning practices.

Task 5.6: Administrative Draft 2050 General Plan Noise Element

The Consultants will update the 2030 Noise Element, which establishes goals, policies and implementing measures that ensure noise sources are identified and mitigated for. The Administrative Draft Noise Element will include a complete background section containing acoustical terminology, methodology, noise measurement and modeling results, an inventory of representative significant noise sources within the city, and options for noise mitigation measures. We will update this element based on new information developed through review of existing conditions Background Report from Phase 2, as well as input received through the Open House Workshop, Study Sessions, and conversations with City staff. The Noise Element will be updated with revised goals, policies, and programs based on best planning practices.

Task 5.7: Administrative Draft 2050 General Plan Urban Design Element

The Consultants will update the 2030 Urban Design Element, which establishes goals, policies and implementing measures that address the visual character within the City and maintain a high-quality appearance in the existing and future built environment. We will update this element based on new information developed through review of existing conditions Background Report from Phase 2, as well as input received through the Open House Workshop, Study Sessions, and conversations with City staff. As part of the update of this Element we will evaluate the consolidation of this Element into the Land Use Element based on prior City Council feedback and direction. The Urban Design Element is an optional element but will be updated with revised goals, policies, and programs based on best planning practices.

Task 5.8: Preliminary Public Review Draft General Plan

The Consultant will revise the Draft General Plan Elements based on City staff comments, and prepare a Preliminary Public Review Draft General Plan for review by the City Council.

Task 5.9: City Council and Planning Commission Joint Study Session: Preliminary Public Review Draft 2050 General Plan

The Consultant will facilitate one joint study session with the City Council and Planning Commission to review and confirm the Preliminary Public Review Draft 2050 General Plan. The City Council will provide direction on revisions or adjustments to the Plan prior to the Consultant conducting the CEQA analysis. Use of the designated project contingency will be required if the City desires to separate this meeting into two meetings, one with each body.

Task 5.10: Public Review Draft 2050 General Plan

Based on direction from the City Council, the Consultant will prepare the Public Review Draft 2050 General Plan for publication and environmental review.

Task 5.11: Community Open House #3: Draft 2050 General Plan

The Consultant will facilitate an open house style community workshop to present the Public Review Draft 2050 General Plan. The Consultant will use a combination of informational boards and surveys to solicit feedback on the Plan contents for future Planning Commission and City Council consideration.

Task 5.12: General Plan Consultation and Referrals

State law requires consultation with a variety of Federal, State, regional, and local agencies whenever a jurisdiction updates or amends its general plan (e.g., Native American Tribes, military branches, water agencies). These statutes are located throughout the Government Code and have varying requirements for when draft and final documents must be submitted and how long agencies have to review and provide comments. The Consultant maintains a checklist of agency consultation requirements that the Consultant will use to ensure the City provides the Public Review Draft 2050 General Plan to the appropriate agencies.

Phase 4 Deliverables

- Administrative Review Draft Land Use Element (digital version, Word and PDF)

- Draft Land Use Diagram (digital version, GIS and PDF)
- Administrative Review Draft Conservation and Open Space Element (digital version, Word and PDF)
- Administrative Review Draft Parks and Recreation Element (digital version, Word and PDF)
- Administrative Review Draft Public Services Element (digital version, Word and PDF)
- Administrative Review Draft Noise Element (digital version, Word and PDF)
- Administrative Review Draft Urban Design Element (digital version, Word and PDF)
- Preliminary Public Review Draft 2050 General Plan (digital version, Word and PDF)
- City Council and Planning Commission Joint Study Session materials (digital version, PPT)
- Public Review Draft 2050 General Plan (one hardcopy; digital version, Word and PDF)
- Community Open House #3 materials (hardcopies, digital version, Word and PDF)

Phase 6: Program Environmental Impact Report (EIR)

Task 6.1: Program EIR Project Description and Notice of Preparation

The Consultants will work with City staff to develop a Program EIR project description and will prepare a draft EIR Notice of Preparation (NOP) for City staff to review. The NOP is intended to alert other public agencies about the undertaking, and to solicit their input on the scope of the study. The Consultants will submit a final PDF copy of the NOP to City staff for posting on its website, filing with the County Clerk, and distributing to public agencies. It is assumed that the City will distribute the NOP using the City's NOP distribution list. The Consultants will review and make suggestions regarding the list. The Consultants will be responsible for filing the NOP with the State Clearinghouse.

Task 6.2: Program EIR Scoping Meeting

The Consultants will facilitate a public and agency scoping meeting associated with the release of the NOP. The Scoping Meeting will be held during the 30-day NOP period to introduce the community to the Program EIR process and obtain input on the scope of analysis. It will include a brief presentation, followed by public comment and input from meeting attendees. The Consultants will prepare a summary of input gathered, which will be included in the Draft Program EIR along with any written public comments received by the City during the NOP comment period.

Task 6.3: Administrative Draft Program EIR

The Consultants will prepare an Administrative Draft Program EIR (ADPEIR) in compliance with CEQA requirements using information gathered as part of the General Plan update effort and comments on the NOP, as well as information from other relevant CEQA documents completed by the City in recent years. The Consultants will be responsible for development of a legally adequate and appropriate Program EIR for the General Plan.

The Consultants will prepare the ADPEIR based on the project description approved by City staff. We will base the description of the environmental and regulatory setting for the General Plan primarily on the data available online, the existing conditions Background Report prepared for the project, and information from other relevant CEQA documents completed by the City in recent years, any information received during the General Plan Update process, as well as information from recent City plans.

The Consultants will introduce each topical section in the environmental analysis with a brief statement of its context in the ADPEIR and the development of the General Plan. This effort may include interpretive information for the reader to better understand how the General Plan affects the environment, as well as the sources of data used in the analysis.

The setting for each topical section will describe existing conditions relevant to the topic and provide the groundwork for impact analysis. The number of impacts to be analyzed and the depth of analysis will be determined based on areas of concern identified by the Consultants and City staff, as well as responses to the NOP. We will clearly state thresholds used to determine the significance of project impacts and will include thresholds in the CEQA Guidelines, Appendix G, as well as existing regulatory standards, if applicable. Impacts will be identified, and mitigation measures will be prepared to reduce significant impacts to a less-than-significant level, when feasible. For each potentially significant impact identified in the ADPEIR, the Consultants will identify mitigation measures or policy statements proposed by the City as part of the General Plan Update to avoid or reduce identified impacts. We will construct mitigation measures as policy statements or revised or additional programs to facilitate incorporation into the final General Plan. In order to prepare an ADPEIR that meets the needs of the City and regulatory requirements of the State, the ADPEIR will comprise the following sections:

Executive Summary

This section will provide a summary of the entire ADPEIR and include the following:

- a discussion of the Project objectives;
- a brief description of the proposed Project;
- a summary of the environmental setting for the Planning Area;
- a summary of impacts;
- a summary of mitigation measures (mitigating policies);
- a discussion of alternatives considered; and
- areas of controversy, and issues remaining to be resolved

Introduction

The ADPEIR will contain an introductory chapter that provides an overview of the project and context, summarizes CEQA requirements and the environmental review process, describes the legal purpose of the ADPEIR, outlines the environmental issues being addressed, and presents the organization of the report.

Project Description and Environmental Setting

These sections will contain the City objectives for the General Plan. It will also outline the Planning Area boundaries and summarize existing conditions and any new land uses proposed under the project. The information will be described in a mix of text, tabular, and graphic form (i.e., maps and diagrams).

Analysis, Impacts, and Mitigation Measures

The environmental analysis section will include four main components:

- **Setting:** description of current conditions with respect to the issue in question, including the existing regulatory environment
- **Impact analysis:** statement of significance thresholds and discussion of potentially significant effects of the proposed project

- **Programmatic mitigation measures:** methods by which significant effects can be reduced or eliminated, presented as General Plan policies to be introduced back into the plan
- **Level of significance after mitigation:** discussion of whether or not proposed mitigation measures reduce impacts to below the adopted significance threshold

Adverse impacts that meet or exceed significance thresholds will be considered significant. Additionally, all impacts will be characterized in terms of short- or long-term effects and presented in a logical discussion that the general public can understand. Any inconsistencies with local or regional plans will be discussed. Issues to be analyzed in a programmatic framework will include:

- Aesthetics
- Agriculture/Forestry Resources
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Mineral Resources
- Noise
- Population and Housing
- Public Services
- Recreation
- Transportation and Traffic
- Tribal Cultural Resources
- Utilities and Service Systems
- Wildfire

The Consultants will discuss approaches to the impact analysis for the Program EIR with City staff and will be consistent with the assumptions and methodologies used in recent EIRs in Lompoc, to the extent possible. In general, the impact analysis will focus on the issues present in the Planning Area and likely to be affected or impacted by the General Plan update. Some issues, such as mineral resources, may not require a detailed analysis relative to other issues because they do not occur in Lompoc or would be unaffected by the plan updates.

Alternatives Analysis

A range of EIR alternatives will be considered in the ADPEIR. In addition to the “No-Project” Alternative, the Consultants will consider other alternatives (such as alternative land use scenarios) that will be developed during the General Plan update. Evaluation of alternatives will be in less detail than that for the proposed plans, though the analysis will provide decision-makers and the public adequate information to decide between alternatives. This section will also identify the “environmentally superior alternative.” If the “No Project”

Alternative is determined to be environmentally superior, the ADPEIR will identify the environmentally superior alternative among the remaining scenarios.

Cumulative Impacts

The document will evaluate cumulative impacts based on planning documents for the Planning Area. The contribution of the proposed plan updates to the overall cumulative impact will also be estimated and discussed. It is anticipated that cumulative analyses will be included at the end of each EIR topical section.

Other CEQA Sections

The ADPEIR will provide, in addition to the sections discussed above, all other required CEQA sections, including areas of known controversy, growth inducement effects, and significant unavoidable impacts. The Consultants will provide the ADPEIR to City staff in digital (word) format. City staff will conduct one review of the ADPEIR and provide consolidated comments and edits.

Task 6.4: Staff Review/Screencheck Draft Program EIR

The Consultants will incorporate City staff input on the ADPEIR and prepare a Screencheck Draft Program EIR (SDPEIR). We will provide the SDPEIR to City staff in digital (word) format. City staff will conduct one review of the SDPEIR and provide consolidated comments and edits.

Task 6.5: Draft Program EIR

Once City staff approve the SDPEIR, the Consultants will prepare the Draft Program EIR (DPEIR) for public circulation. The Consultants will file the DPEIR with the State Clearinghouse, including all required accompanying forms, such as the Notice of Completion (NOC), through the digital CEQASubmit platform. We assume that City staff will file the Notice of Availability (NOA) of the DPEIR with the County Clerk and distribute the NOA of the DPEIR to responsible agencies, and interested agencies, organizations, and persons. We also assume that City staff will be responsible for required newspaper ads and other public noticing of the document availability, such as radius label mailing or on-site posting. As required by State law, the DPEIR will require at least a 45-day public review period.

Task 6.6: Draft and Final Response to Comments

Within four to six weeks of receipt of comment letters received on the DPEIR, the Consultants will submit a draft Response to Comments to City staff for review. The Response to Comments document will include a list of commenters, comment letters, responses to comments, and any added or revised text of the DPEIR that may be necessary. Responses to comments will include reasoned analysis and, as necessary, additional analysis. The final version of the Response to Comments will be incorporated as an appendix to the Final Program EIR. The scope and budget assume a level of effort that would include 50 hours of consultant time for this task. This assumes receipt of approximately 10-15 comment letters. If the number of comment letters and the effort to prepare responses is greater than anticipated, the Consultants will notify City staff immediately and discuss options to amend our scope of work and budget as necessary. Following receipt of City staff comments, the Consultants will finalize the Response to Comments.

Task 6.7: Mitigation Monitoring and Reporting Program

Concurrent with the Response to Comments, the Consultants will prepare a Mitigation Monitoring and Reporting Plan (MMRP), which we will include in the Final Program EIR. We will provide the MMRP in a format designed for use by planners, environmental monitors, or code enforcement officers. Essentially, this plan will take the form of a detailed table that describes:

- Persons/agencies responsible for monitoring compliance with each condition
- Timing when monitoring must occur
- Frequency of monitoring
- Criteria to be used to determine compliance with conditions

We will incorporate the final version of the MMRP as an appendix to the Final Program EIR.

Task 6.8: Final Program EIR

The Consultants will complete the Final Program EIR after the review period has closed and all comments submitted during that period have been received. The Final Program EIR will include corrections to the Draft Program EIR (if warranted), comments received, and responses as well as the MMRP . The Consultants will prepare a Screencheck Final Program EIR for City staff review and confirmation followed by a Final Program EIR after incorporating consolidated comments received from City staff. If necessary, the Consultants will assist the City attorney with preparation of Findings of Fact and Statement of Overriding Considerations. Within one day of Final Program EIR certification and project approval, the Consultants will submit the draft Notice of Determination (NOD) to City staff. We assume that City staff will file the NOD with the County Clerk and be responsible for payment of filing fees. The Consultants will file the NOD with the State Clearinghouse.

Deliverables

- Draft PEIR Project Description (digital versions; Word, PDF)
- Final PEIR Project Description (digital versions; Word, PDF)
- NOP (digital files and filing with State Clearinghouse)
- Scoping meeting materials (digital versions; Word, PDF)
- Administrative Draft Program EIR (digital versions, Word)
- Draft Program EIR (10 hard copies, and 10 CD copies; digital versions; Word, PDF)
- NOC/NOA (digital files and filing with State Clearinghouse)
- Draft Response to Comments (digital version, Word)
- Final Response to Comments (digital versions; Word, PDF)
- Mitigation, Monitoring, and Reporting Program (digital versions; Word, PDF)
- Final Program EIR (10 hard copies, and 10 CD copies; digital versions; Word, PDF)
- NOD (digital files and filing with State Clearinghouse)

Phase 7: Public Hearings and Adoption

Task 7.1: Planning Commission Public Hearings

The Consultants will attend up to two public hearings with the Planning Commission to review the Draft General Plan and PEIR. The Planning Commission will consider the comments made during the public hearing

and make recommendations to the City Council. Additional hearings if desired will require use of the designated contingency.

Task 7.2: City Council Public Hearings

The Consultants will attend two public hearings with the City Council to review the Draft General Plan and PEIR. At these hearings, the City Council will consider the Planning Commission recommendations and the comments made at the public hearings. After the hearings, the City Council will certify the PEIR and direct the Consultants to incorporate their recommendations and prepare the Final General Plan. Additional hearings if desired will require use of the designated contingency.

Task 7.3: Final General Plan Documents

The Consultants will prepare the Final General Plan for adoption.

Task 7.4: City Council Adoption Hearing

The Consultants will attend one hearing with the City Council for adoption of the General Plan.

Deliverables

- Final General Plan (digital versions; Word, PDF)
- Land Use Diagram (digital versions; GIS and PDF)
- Final PEIR (5 hard copies; digital versions; Word and PDF)
- Maps and Diagrams (digital versions; GIS and PDF)

Project Management

The Consultants will regularly communicate with City staff on a weekly or bi-weekly basis or, as necessary, to discuss current tasks, schedule, and next steps, and resolve any issues. The Consultants will prepare monthly status reports documenting the progress made each month on completing the project, and review and update the schedule, as necessary.