

Draft Lease Agreement, Environmental, Master Plan, and Design Permit Approval Process for HGP to Move to the Upper Main Meadow, Pogonip Open Space			
Task	Description	Timeline	Task Completion - Month and Year
Internal Review of proposed amendments and conceptual drawings	Internal departmental review of amendments, proposal, and conceptual drawings. Provide initial comments and questions.	4 weeks	November 2021
Outreach Meeting #1	Community Meeting #1. Parks and Rec and Homeless Garden Project describe concepts and receive feedback on higher-level design and use concepts and questions.	Preparation and noticing occurs while plans are routed for internal review. Meeting will occur within six weeks of process initiation.	November 2021
Development of Design and Use Principles and Revision of Concept Drawings	Staff develops preliminary design and use guiding principles. HGP revises concept drawings in response to comments received.	4 weeks to prepare and review internally.	Likely January 2022 given holidays
Outreach Meeting #2	Parks and Rec and HGP receive feedback on revised concept plans and preliminary design and use guiding principles.		January 2022

Draft Master Plan Amendments and Revised Concept Drawings and Circulate to Other Departments for Comment	<p>Parks and Rec drafts Master Plan amendments based on the design and use principles.</p> <p>HGP finalizes concept plans.</p>	Four weeks to prepare and review internally.	February 2022
Optional: Meeting with Planning Commission	Receive feedback on Draft Master Plan amendments and concept plans.	Two weeks for drafting and agendaizing report and noticing.	February – March 2022
Optional: Joint Study Session with Parks and Recreation Commission and City Council	Receive feedback on Draft Master Plan amendments and concept plans.	Scheduled shortly after meeting with Planning Commission.	February – March 2022

Planning Application Submittal	HGP submits a complete application, including studies and plans. Revisions should be responsive to staff and community feedback and be consistent with Master Plan Amendments.	Approximately 4 - 6 weeks for review by Planning Dept. after plans are received.	Depends on how quickly HGP can put together any necessary plans/studies. Some of the work can begin prior to this stage.
Revise Planning Application	Incorporate modifications to the plans based on feedback from staff.	Approximately 4 weeks to deem application complete pending CEQA review.	
CEQA Review	Complete CEQA review.	Timeline will depend upon level of CEQA review. 4 – 12 months.	
Parks and Recreation Commission Meeting	Recommendation on Master Plan amendments and lease agreement.	Decision on meeting date will be made when the CEQA document is being drafted. A special meeting can be held for the Parks and Recreation Commission to allow for more flexibility with scheduling.	
Planning Commission Meeting	Recommendation on Master Plan Amendments, Design Permit and CEQA.		

Finalize Lease Agreement Language	Parks staff incorporates mitigation measures and Commissioner comments into the lease agreement. Parties must agree on lease agreement language before Council Meeting.	Final lease agreement is attached to the staff report, so the document needs to be in final form around the same time the City Council meeting is scheduled.	
City Council Meeting	City Council reviews Master Plan Amendments, project, CEQA, and lease agreement.		
Building Permit Submittal	HGP team prepares and submits for building permits.	TBD.	
Building Permit Approval	Staff reviews plans. Minor revisions may be necessary.	4-6 weeks to review and issue grading/building permit.	