

As Approved on February 22, 2007 With Amendments

SUMMARY MINUTES

City of Davis General Plan / Housing Element Update Steering Committee

**Thursday, February 8, 2007, 7:00 P.M.
2500 Fifth Street, Police Department Community Room**

Committee Members: Lucas Frerichs, Jay Gerber, Pam Gunnell, Mike Harrington, Brenda Little, Donna Lott, Pam Nieberg, Eileen Samitz, Ellen Shields, Mark Siegler, Maynard Skinner, Kristin Stoneking, Norma Turner, Bob Traverso, Luke Watkins.

Absent: Kevin Wolf.

Staff: Katherine Hess, Bob Wolcott, Danielle Foster.

Other City representatives: Stephen Souza, City Council.

1. Roll Call, Call the Meeting to Order.

The meeting was called to order at 7:05 PM. All committee members were in attendance except Kevin Wolf who notified staff.

2. Approval of Agenda.

The agenda was approved by consensus.

3. Introductions of Staff and Steering Committee Members, Welcome.

Staff and Steering Committee members introduced themselves. Stephen Souza, City Council member and Katherine Hess, Community Development Director, welcomed the group.

Kevin Wolf and Lucas Frerichs are replacing Jeff Adamski and Brenda Little, respectively. With these replacements, the Steering Committee membership was confirmed.

4. Public Comments.

There were no public comments.

5. Written Communications.

Staff summarized the written materials in the agenda packet.

6. Confirmation of Regular Meeting Days and Times.

By consensus, the Steering Committee agreed that the second and fourth Thursdays at 7 PM would be the standard meeting time. Other days of the week were considered but would have created conflicts for more Steering Committee members.

Staff explained that the Police Department Community Room will be used for regular meetings except when the Police Department has a meeting or training session. The next meeting on February 22nd will be held at the community room in the Windemere Apartments, 3100 Fifth Street.

7. Oath of Office.

Staff obtained the signatures required on an oath form for accepting committee appointment. Economic disclosure forms were also submitted.

Norma Turner had comments on the disclosure form and requested that her email to staff be forwarded to committee members. *The concerns in Ms. Turner's email included but were not limited to: 1) The purpose of disclosures is to preserve the impartiality of Steering Committee members by requiring disclosure of all economic interests and disqualification if a conflict is present. 2) Disclosures are increasingly required where the decision not only affects the status of the member but the status of the member's spouse or dependent children as well. 3) The form makes no allowance for changed financial circumstances or penalty for failure to disclose. 4) The disclosures should be available upon request by any person. 5) The Committee should acknowledge these concerns.*

In addition, the Steering Committee:

- Requested that staff provide copies of all disclosure form to each Committee member in the next meeting packet.
- Emphasized that the disclosure form should be available to the public upon request.
- Agreed to create a standard process by which Committee members will verbally disclose potential conflicts of interest during future discussions.

8. General Comments / Questions about the Project / Process.

Staff reviewed the agenda packet materials including the welcome letter with project description, and the Council direction to the Steering Committee. The items discussed included:

Staff stated that if a committee member wishes to make public comments outside of the committee meetings about the topics of committee's work, he / she should clarify that the comments are their individual comments and not necessarily those of the committee. It was discussed that at key points during the process the appointed chair for the committee should make public comments on the committee's behalf.

Committee members stated that:

- Underlying assumptions and criteria will need to be established to guide the recommendations by the committee.
- More information on SACOG Blueprint principles should be obtained.
- Energy efficiency, especially in housing, should be considered by the committee.
- Brown Act provisions that affect the committee should be provided.

- Meetings should be recorded to allow for reference as needed, ***and if feasible, the audio recordings should be made accessible to the public.***

9. Adjournment, Next Scheduled Meeting Date .

The meeting adjourned at approximately 9:00 pm. The next meeting date will be Thursday, February 22, 2007 at 7 PM at the Windemere Apartments Community Room, 3100 Fifth Street.

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