

SUMMARY MINUTES

As approved on March 22, 2007 with Amendments

City of Davis General Plan / Housing Element Update Steering Committee

2500 Fifth Street, Police Department Community Room

Thursday, March 8, 2007

7:00 P.M.

Committee Members: Lucas Frerichs, Jay Gerber, Pam Gunnell, Mike Harrington, Donna Lott, Eileen Samitz, Ellen Shields, Mark Siegler (Vice Chair), Maynard Skinner, Mark Spencer, Kristin Stoneking, Norma Turner, Bob Traverso, Luke Watkins, Kevin Wolf (Chair).

Staff: Bob Wolcott, Danielle Foster, Julie Vyfhuis.

Other City Representatives: Stephen Souza (arrived at 8PM).

Public: Gregg Herrington, Jeanne Jones, Ken Topper, Lydia Delis, Steve Hicks, Masud Monfared, Matt Williams, Landon Scarlett, David de la Pena.

1. Roll Call, Call the Meeting to Order.

Kevin Wolf called the meeting to order at 7:05 PM. He stated that due to the large volume of items on the agenda he would prefer the meeting start on time which would ensure that we cover all the items. (Note: Kristen Stoneking arrived after item #2).

2. Approval of Agenda.

Kevin Wolf made the motion to approve the agenda and the Committee approved by consensus.

3. Approval of Summary Minutes.

- a. Luke Frerichs made the motion to approve the summary minutes of the February 22, 2007 meeting which was seconded by Bob Traverso.
- b. The amended summary minutes of the February 8, 2007 meeting with amendments on February 22, 2007 were approved by consensus.
- c. The Committee was satisfied with the answers to questions raised at the February 8, 2007 meeting including the question of having the recording of each meeting be made accessible to the public and placed on the web. Staff confirmed that this was done and can now be found on the City of Davis website (www.cityofdavis.org), under section "City and Commissions", and "On-Going Committee" or under "Current Issues" section, and "2013 General Plan / Housing Element Update" item.

4. Public Comments.

A member of the public, Mr. Ken Topper representing Lewis Planned Communities stated that as part of an on-going update for communication, the Committee was placed on a list of contacts for the Cannery Park project. It was at this point that Bob Wolcott requested that the public sign in at each meeting. He added that according to the information received from the City Clerk's office, staff and committee cannot mandate the public to sign in.

5. Meeting Ground Rules.

A motion to adopt Kevin Wolf's proposal for meeting ground rules was made and the Committee approved by consensus. The ground rules are:

- 1. **Raise hands and speak in order.** No one can interrupt the speaker except for the facilitator, who does so to determine if the speaker is violating a ground rule. The facilitator(s) must raise their hand and be added to the speaking list in order to speak on subject.*
- 2. **The order of hands can be broken by someone who states "Point of process" or "Point of Clarification".** Point of process raises a question about a violation of the meeting ground rules or agenda or a suggestion to improve the process. Point of clarification allows for a clarifying question or statement to the person who just spoke.*
- 3. **Stay on subject.** The facilitator can interrupt speakers if they are not addressing the agenda item at hand.*
- 4. **Be concise.** The facilitator can interrupt speakers who repeat themselves or speak too long on a subject.*
- 5. **Be polite and respectful.** Anyone can call "point of process" if a speaker is impolite and disrespectful and the facilitator has not called the speaker on it already.*
- 6. **Make proposals.** It benefits the process for participants to make proposals so that the discussion can focus on the decision making process.*

6. Draft Time Line for General Plan/ Housing Element Update.

Bob Wolcott explained that the timeline for the General Plan / Housing Element Update received by the Committee drafted an attempt to follow City Council's direction to stay within RHNA's timeline. A discussion followed in which the Committee expressed concern that this drafted timeline does not give the Committee sufficient time to meet with the consultant to develop assumptions and criteria to help formulate the process, have community workshops and evaluate potential sites before going to the Planning Commission and City Council on the dates agendaized. A motion was made by Kevin Wolf and seconded by Jay Gerber to move forward with the drafted timeline as is, until consultant is brought on board, with the addition of a committee meeting on April 19, 2007. The motion passed unanimously.

7. Policy for Dealing with Written Communications.

The Committee approved the following policy for written communications:

- 1. New written communications will be noted in each agenda and will have a city website link for committee members to access. (Note: A hardcopy of the communication will not be provided.)*
- 2. Authors of written communications who wish for committee members to receive a hardcopy may:*
 - a. Provide copies of the written communication to city staff a minimum of one week prior to a committee meeting date if they want staff to distribute the information in the committee packets; or*
 - b. Provide copies of the written communication to city staff prior to, or at commencement of, a meeting for distribution to committee members at that meeting.*
- 3. Copyrighted items will not be reproduced for distribution to the committee.*

The Committee concluded that the materials be put on the table before each meeting, and if brought late to be placed on the back table for the Committee to pick up after the meeting so as not to create a distraction.

8. Background Information.

Staff and Committee reviewed the background information provided in the packet. Discussion included:

- The Council's visitability/accessibility requirements which has been approved but not yet incorporated into the city's General Plan.
- Draft list and map of potential sites. The 1% growth guideline resolution adopted by the City Council on March 8, 2005.
- Information and materials on SACOG's proposed draft methodology for RHNA.
- SACOG Blueprint Smart Growth principles.
- City Council goals for 2007-2007 adopted by City Council in January 2007.

9. Written Communications.

Donna Lott submitted materials from a SACOG meeting on February 21, 2007 which included a draft 2013 and 2018 land use allocations, a draft methodology for the Regional Housing Needs Allocation (RHNA), and a draft schedule for the RHNA process with SACOG adoption in December 2007.

Bob Traverso submitted a set of assumptions that could be used as an example for the development of assumptions to facilitate policy discussion.

The Committee reviewed the written communications and a short discussion followed in which staff verified that the draft RHNA numbers from SACOG are preliminary only and subject to a review process and final adoption.

10. Preparation for Future Agendas.

Kevin Wolf explained that at each meeting the Committee will provide ideas and issues for future agendas. The committee agreed with that suggestion and listed a few items of interest to be agendized for a future meeting date.

11. Adjournment, Next Scheduled Meeting Date.

A motion to adjourn the meeting was called by Bob Traverso and seconded by Maynard Skinner. By unanimous agreement the meeting was adjourned at approximately 9:15PM. The next meeting is scheduled for March 22, 2007 at Police Department Community Room, 2500 Fifth Street.

o/bwolcott/gp update steer com minutes 030807.doc