

# City Council Direction to the General Plan Update Steering Committee

## January 16, 2007

### **Mission**

The mission of the Steering Committee is to guide the development of a 2013 General Plan Update and make recommendations to the Planning Commission and City Council.

The Steering Committee is to work with staff and follow a process of steps and schedule which substantially follows the preliminary process provided at the end of this direction statement (unless modified).

### **Primary Roles**

#### Steering Committee.

- Guide process, stay on track, and adhere to schedule.
- Recommend a General Plan update to Planning Commission and City Council.

#### Staff.

- Set up and help facilitate meetings, provide necessary documents, and prepare agendas and summary minutes (report actions with a brief summary of the discussion).
- Coordinate with Steering Committee and consultants.
- Make recommendations to Planning Commission and City Council (may or may not be the same as the Steering Committee).

#### Public.

- Provide comments and input to Steering Committee, staff, Planning Commission and City Council.

#### Planning Commission.

- Recommend a General Plan update to the City Council.

#### City Council.

- May attend Steering Committee meetings but should not direct the commission's discussions or recommendations.
- Receive input.
- Adopt a General Plan update.

### **Expectations and Responsibilities of Steering Committee Members**

The Steering Committee members have the following expectations and responsibilities:

1. Disclosure of interests form. Prior to participation at a Steering Committee meeting, each member must submit a statement form for disclosure of interests in real property and business entities (provided by staff). This form will be filed and be available for public information.

2. Estimated commitment to meetings. The Steering Committee is estimated to meet an average of twice per month. Most meetings are expected to be the second and fourth Thursdays of each month, starting at 7 PM and ending before 10 PM, with the location at the Police Department Community Room, 2600 Fifth Street. It is expected that each member attend at least 80 % of the meetings. The first Steering Committee meeting is expected to be held on February 22, 2007 (to be confirmed).
3. Committee meetings and the public. All committee meetings would be subject to the Brown Act and therefore would be open to the public. The committee would need to allow both general public comment at the beginning of the meeting (for items not on the agenda) and public comment on each agenda item, but the time of public comment can be limited (such as one or two minutes per person).
4. Selection of a Chair person. At the first meeting, the Steering Committee shall elect a chair person and a vice chair person.
5. No proxies. Should a member not be able to attend a meeting, there shall be no proxies or replacement persons.
6. Quorum. A quorum, which consists of the majority of the members (that is, eight of 15 members) is required to conduct a meeting. A meeting may be cancelled after 15 minutes if a quorum is not present.
7. Motions and consensus. The Chair may prefer to settle most issues by consensus. Voting may be needed to resolve some issues, even if all members are not in attendance.
8. General responsibilities. Steering committee members should:
  - Conduct business only at a meeting if a quorum is present. Special ad hoc sub-committees may be used for special studies.
  - Adhere to items on the agenda.
  - Members should represent the public interest.
  - Members should not use or involve their commission membership in the conduct of personal activities, including political activities.
9. General decorum and order. Steering Committee members should:
  - Treat all parties with respect.
  - Establish a good working relationship with fellow commission members and staff.
  - Respect individual viewpoints and allow other members the time to present their views fully before making comments.
  - Be open and honest while being courteous.
  - Refrain from rude and derogatory remarks, questioning the integrity of a speaker, personal feelings about the motives of a speaker, or personality attacks.
  - Never raise their voice to another person.
  - Not conduct side conversations with other members during a meeting.
  - Not criticize another member's idea. Allow for the idea to be reasonably considered by the rest of the committee.

### **Initial Policy Direction and Assumptions for the General Plan Update**

City Council provides the following policy direction and assumptions to the Steering Committee:

1. An update, not a whole new plan. This is an update of the existing General Plan and not a creation of a new General Plan. The existing General Plan will remain intact with regard to structure and most policies. Future phases may be more comprehensive and long range.
2. Focus on Housing Element. It is not possible to complete a full update of the General Plan within the time frame needed to fulfill the schedule prescribed by state law for update of the Housing Element. Therefore, the current update process will focus on meeting House Element requirements through 2013. The Housing Element requires a major re-write. Other elements to be addressed include, but are not limited to, Housing, Land Use and Circulation. After the current update is complete, the City could undertake a second, additional update to extend the General Plan beyond 2013 and/or to address other General Plan Elements.
3. Accommodate fair share allocation. The General Plan update will make every reasonable attempt to accommodate the City's new Regional Housing Needs Plan (RHNP) allocation for the period of January 2006 through June 2013. Although those numbers have not yet been received, it is expected that the RHNP allocation numbers will be consistent with the one percent growth parameter resolution adopted by Council.
4. Accommodate required Housing Element schedule. The General Plan update process will be designed and make every reasonable attempt to comply with the required schedule for Housing Element updates in the region. By March 2008, the Housing Element update is expected to be submitted to the State Housing and Community Development Department (HCD) to allow for certification within 90 days, or June 30, 2008. Preliminary RHNP numbers are expected from SACOG early in 2007, with final numbers expected to be adopted in June 2007.
5. Consider both infill and targeted peripheral development. Consider both infill and targeted peripheral development to accommodate the future housing need and RHNP allocation through June 2013.
6. Consider SACOG Blueprint project "smart growth" principles. The Steering Committee shall consider the promotion of SACOG Blueprint project "smart growth" principles in developing, evaluating and recommending alternatives for the General Plan update. These include:
  - Transportation choices
  - Housing diversity
  - Compact development
  - Use of existing assets
  - Mixed land uses (including a mixture of land uses and not only residential land uses)
  - Quality design
  - Natural resources conservation

7. Maintain housing and growth related programs and policies. The General Plan update will assume that the following city programs and policies are maintained:
- Existing affordable (inclusionary) housing requirements
  - Existing middle income housing requirements
  - Housing visitability and accessibility resolution adopted by Council.
  - One percent growth parameter resolution adopted by Council.

*o/bwolcott/GP update CC dir to SC 011607.doc*

Figure 1: Process Option For The City of Davis General Plan Update

