

AGENDA ITEM: A-2

DATE: July 21, 2016

ACTION: APPROVED

ACTION MINUTES – GENERAL PLAN ADVISORY COMMITTEE (GPAC)
REGULAR MEETING – APRIL 21, 2016
VETERAN’S MEMORIAL BUIDING – 4:00 PM

PRESENT: Robert Tefft Rich Buquet
 Jan Goldman Susan Schneider
 Melani Smith Jeffrey Heller
 Susan Stewart

ABSENT: Robert Fuller Davis
 Glenn Silloway

STAFF: Scot Graham Community Development Manager

CONSULTANT: Chris Read
 Cristelle Blackford

ESTABLISH QUORUM AND CALL TO ORDER
MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE
GPAC COMMITTEE ANNOUNCEMENTS - NONE
<https://youtu.be/cXdibL0Xzfg?t=1m56s>

Tefft announced there will be a business walk sponsored by the Chamber of Commerce on May 11th from 9:30 a.m. – 11:30 a.m. Check the Chambers website for more information.

PUBLIC COMMENT PERIOD – NONE

PRESENTATIONS – NONE

A. CONSENT CALENDAR

- A-1 Draft Vision Values Statement** – Revised based on GPAC input from the March 17, 2016 GPAC meeting. Vision/Values Statement will continue to evolve through the future public outreach process before returning to GPAC for further review.
Recommendation: Receive and file.
<https://youtu.be/cXdibL0Xzfg?t=3m>

Committee member Stewart commented on the nice job the consultants did putting together the work done at the last meeting, but would like clarification on the definition of the word “resilient”.

Chris Read, consultant, responded the definition of resilient will develop as the group moves forward. Read also noted it could mean a lot of things to different people in different contexts.

Committee member Tefft recommended to receive and file.
<https://youtu.be/cXdibL0Xzfg?t=4m58s>

B. UNFINISHED BUSINESS - NONE

C. NEW BUSINESS

<https://youtu.be/cXdibL0Xzfg>

Graham briefly explained the presentation will flow from one item to another, and the agenda was set up to provide information on what each item is.

C-1 General Plan and Local Coastal Program 101 Discussion/Presentation. Item will provide overview of required General Plan Elements and Local Coastal Program policies.

Facilitated by: Michael Baker International
(no staff report – presentation only)

C-2 General Plan Advisory Committee Roles and Responsibilities Discussion. Item will include discussion of the role the GPAC plays in the overall GP/LCP update process including how the GPAC will interact with the Public, Council, Consultant and Staff.

(no staff report – presentation only)

C-3 Concurrent Planning Efforts Discussion. Brief discussion of both ongoing and future planning efforts that will both parallel and inform the GP/LCP update process.

(no staff report – presentation only)

C-4 Discussion/Presentation on Draft GPAC outreach toolkit.

Facilitated by: Michael Baker International

Chris Read presented the General Plan/LCP 101, Roles and Responsibilities and Concurrent Planning Efforts and answered question from the Committee.

Cristelle Blackford, consultant, updated the Committee on the outreach program. Blackford will forward a list of outreach groups to the Committee.

Blackford reviewed what the outreach tool kit was and stated the team will keep a list of all meetings the GPAC Committee will be attending. Blackford recommends the Committee carbon copy Graham on all meetings attended and also let Graham if they would be reaching out to a certain group. By doing this, everyone will be on the same page.

Blackford also reviewed notifications or invitations for meetings. Blackford stated a poster was created which contained information on how the public could give their input or request a meeting. Blackford noted the posters were placed at the Chamber, different stores, civic areas, and the library.

Tammy Seale, Director, stated they have not scheduled any focus group meetings yet. The team has been working with Graham on the Downtown Waterfront Strategic Plan along with the workshops for the Embarcadero Widening Project, the Warf Project and the Economic Development Strategic Plan. The team is working to make sure they do not duplicate any questions other plans have asked for in their process.

Blackford continued and went over what was included in the toolkit and gave tips on the contents in the toolkit.

Schneider asked if any of the literature would be translated into Spanish and made available.

Seale responded they could take a look at the information and noted there would be flexibility if Spanish literature is needed.

Smith asked Graham if the CityVoice was going to be summarized.

Graham responded he would add the information to the City's web page.

Tefft asked Blackford if the comment cards could be printed on card stock with their return address. This way the comments would come back to the Committee member who sent it out. Tefft also asked how to handle people who wanted to get involved on a specific issue(s) that was not necessarily on the agenda.

Blackford suggested the comment cards should be given out at the beginning of the meeting and noted, if there was an issue a person wanted to speak about, the GPAC member should record what the person is saying and remind them to speak briefly about the issue. The Committee member should focus on the topic of the meeting and let the person know there are other people who would like to voice their concern(s).

D. COMMITTEE MEMBER CLOSING COMMENTS

<https://youtu.be/cXdibL0Xzfg?t=1h49m52s>

Goldman wanted to verify that the role of the GPAC member role was not to organize meetings, but to be available for the meeting organizer and to make sure the GPAC members name was placed on the meeting agenda.

Blackford responded this is what the consultant team had expected as a role for the Committee member.

E. COMMUNITY DEVELOPMENT MANAGER/MICHAEL BAKER INTL.
COMMENTS - NONE

F. ADJOURNMENT

The meeting adjourned at 5:54 p.m. to the regular GPAC Committee meeting on May 19, 2016 at 4:00 p.m. Location to be determined.

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REGULAR MEETING – APRIL 21, 2016

Robert Tefft, Chairperson

ATTEST:

Scot Graham, Secretary