



34009 ALVARADO-NILES ROAD
UNION CITY, CALIFORNIA 94587

CITY OF UNION CITY
AGENDA
GENERAL PLAN ADVISORY COMMITTEE
WEDNESDAY, SEPTEMBER 3, 2014 AT 7:00 p.m.
IN THE CITY COUNCIL CONFERENCE ROOM OF CITY HALL
34009 ALVARADO-NILES BLVD., UNION CITY, CALIFORNIA

I. ROLL CALL:

Jim Navarro (City Council Member); Pat Gacoscos (City Council Member); Lee Guio (Planning Commissioner); Roy Panlilio (Planning Commissioner); Chuck Kennedy (Parks & Recreation Commission); Yesenia Molinar (Human Relations Commission); Domingo Filardo (Senior Commission); Jaden Gray (Youth Commission); Lance Nishihira (EDAT); Sarabjit Cheema (NHUSD); Barry Ferrier (At-large); Lisa Mata (At-large); Vincent Tice (At-large); William Syme (Business Representative); Larry Bowen (Chamber of Commerce).

II. BUSINESS MATTERS:

A. OVERVIEW OF GPAC RULES OF PROCEDURE

B. OVERVIEW OF 2002 (CURRENT) UNION CITY GENERAL PLAN

III. ORAL COMMUNICATIONS: *(This is an opportunity for persons to speak on items not listed on the agenda.)*

IV. ADJOURNMENT:

Any writings or documents provided to a majority of the General Plan Advisory Committee regarding any item on this agenda will be made available for public inspection at the City Clerk's Counter at City Hall located at 34009 Alvarado-Niles Road, Union City, California, during normal business hours.



Agenda Item

DATE: **SEPTEMBER 3, 2014**

TO: **GENERAL PLAN ADVISORY COMMITTEE (GPAC)**

FROM: **JOAN MALLOY, ECONOMIC AND COMMUNITY
DEVELOPMENT DIRECTOR**

SUBJECT: **OVERVIEW OF GPAC RULES OF PROCEDURE**

BACKGROUND

The General Plan Advisory Committee (GPAC) includes a diverse group of community representatives including residents, local business leaders, and representatives from a variety of City commissions and committees to inform the General Plan update process.

The mission of the GPAC is to assist the City in providing input on the draft General Plan to ensure that it accurately reflects the vision and goals of the community. The GPAC will provide input on a draft vision for the City that will guide the remainder of the update process. The GPAC will also provide input on draft goals and policies that address a variety of community issues as well as provide feedback on alternative land use scenarios for several opportunity areas within the City. City staff will work with the GPAC to ensure that all members have a baseline understanding of the concepts they will be required to provide feedback on.

It is anticipated that the GPAC will meet a minimum of 10 times over the course of the update, including community workshops. Meetings will take place either on the first or third Wednesday of the month and will last approximately two hours. Additional time outside of the meetings will be required to review material. The meeting schedule has been scoped to meet the aggressive two-year time frame for the update.

The GPAC consist of 15 members. The following is an overview of the GPAC composition:

- City Council – Two members;
- Planning Commission – Two members;
- Park and Recreation Commission – One member;
- Human Relations Commission – One member;

- Senior Commission – One member;
- Youth Commission – One member;
- Economic Development Advisory Team – One member;
- New Haven Unified School District Representative – One member and One alternate;
- Community at-large – Three members; and
- Business Community – One Chamber of Commerce Representative and One member from the business community at-large.

If a member is not attending meetings regularly (more than three unexcused absences) or is no longer a member of the respective commission, committee or board that they are representing, the Economic and Community Development (ECD) Director, or their designee, shall go back to the respective commission, committee, or board for a different appointment. In the case of the community at-large appointments, if a member is not attending meetings regularly (more than two unexcused absences), the ECD Director shall go back to the list of residents that applied in the beginning of the process or undertake an additional recruitment process.

DISCUSSION

The City has created a Rules of Procedure document for the GPAC. The document is split into several sections and address a variety of issues including: background information; purpose and duties; membership; lifespan; roles and responsibilities; ground rules for meetings; role of City staff and the consultant team; compensation; and communication with the media.

Staff will present an overview of the Rules of Procedure document at the meeting and answer any questions that the GPAC may have.

RECOMMEDATION

It is recommended that the GPAC receive the Rules of Procedure document.

Prepared by:
Carmela Campbell,
Planning Manager

Attachment 1: GPAC Rules of Procedure

General Plan Advisory Committee (GPAC)

Rules of Procedure

I. BACKGROUND

SECTION 100: The City of Union City General Plan is a comprehensive planning document with goals and policies that guide the long-term growth and development of the City. The last comprehensive update to the Union City General Plan occurred in 2002. The City is updating its General Plan to address current and future challenges and opportunities, and to better reflect the values and priorities of the Union City community.

SECTION 101: The City Council formed the ad-hoc General Plan Advisory Committee (“GPAC”) to ensure the General Plan update process considers and reflects the vision and goals of the Union City community. The GPAC will provide input on a draft vision for the City that will guide the remainder of the update process. The GPAC will also provide input on draft goals and policies that address a variety of community issues and opportunities, as well as provide feedback on alternative land use scenarios for several opportunity areas within the City.

II. PURPOSE AND DUTIES

SECTION 200: The purpose of the GPAC is to assist City staff and the General Plan consultant team in their efforts to update the Union City General Plan by:

- A. Helping City staff and the consultant team gain a broader understanding of public perspectives on a variety of topics addressed in the General Plan update.
- B. Providing on-going, organized, and effective input related to issues and policies addressed in the General Plan update.
- C. Assisting the City’s community outreach efforts by encouraging other members of the community to participate in the General Plan update process.
- D. Communicating with other members of the Union City community to keep them informed of the General Plan update process.

III. MEMBERSHIP

SECTION 300: The GPAC membership consists of the following:

- A. City Council – Two members;
- B. Planning Commission – Two members;
- C. Park and Recreation Commission – One member;
- D. Human Relations Commission – One member;
- E. Senior Commission – One member;
- F. Youth Commission – One member;
- G. Economic Development Advisory Team – One member;
- H. New Haven Unified School District Representative – One (1) member and (1) alternate;
- I. Community at-large – Three members; and
- J. Business Community – One Chamber of Commerce Representative and One member from the business community at-large.

SECTION 301: If a member is not attending meetings regularly (more than three unexcused absences) or is no longer a member of the respective commission, committee or board that they are representing, the Economic and Community Development (ECD) Director, or their designee, shall go back to the respective commission, committee, or board for a different appointment. In the case of the community at-large appointments, if a member is not attending meetings regularly (more than two unexcused absences), the ECD Director shall go back to the list of residents that applied in the beginning of the process or undertake an additional recruitment process.

IV. LIFESPAN OF GPAC

SECTION 400: The GPAC shall be dissolved upon the completion of the General Plan update. The General Plan update is scheduled for completion in June of 2016.

V. ROLES AND RESPONSIBILITIES

SECTION 500: GPAC members are expected to adhere to the following roles and responsibilities:

- A. Help City staff and the consultant team gain a broader understanding of public perspectives and the values and priorities of the Union City community.
- B. Provide on-going, organized, and effective input to City staff and the General Plan consultant team during the preparation of the General Plan update.
- C. Review GPAC meeting materials in advance of the meeting and be prepared to verbally discuss.
- D. Review and comment on major work products prepared for the General Plan update.

- E. Regularly attend scheduled GPAC meetings. Where feasible, provide at least 3 days advance notice if not able to attend.
- F. Provide a constructive forum for interaction and communication during GPAC meetings.
- G. Communicate with other members of the community in order to keep them informed of the General Plan update process and opportunities for public input.
- H. To the extent feasible, participate in community outreach efforts for the General Plan update, including workshops, on-line engagement programs, public hearings, etc.

VI. GROUND RULES FOR MEETINGS

SECTION 600: GPAC meetings shall be subject to the following ground rules:

- A. Brown Act. All meetings and GPAC members will abide by the open meeting requirements of the Brown Act. The Brown Act is contained in section 54950 et seq. of the Government Code.
- B. Voting: The GPAC is not intended to be a voting body. The GPAC will operate by general consensus and provide recommendations, comments and input to City staff.
- C. Meeting Facilitator. City staff and/or a member of the City's General Plan consultant team will be responsible for ensuring that the GPAC works as a constructive and cohesive unit. City staff and/or a member of the City's General Plan consultant team will facilitate and manage the meetings, maintain order, respond to inquiries or points raised, and monitor time so the agenda can be completed. No chairperson or vice-chairperson will be appointed. Regular meetings shall continue until all agenda items are concluded, unless adjourned earlier by City staff.
- D. City staff and/or a member of the City's General Plan consultant team shall prepare, post, and give proper notice of the agenda for each meeting. No matter may be considered or acted upon by the GPAC unless it is included on the posted agenda or supplemental notice. Summary minutes of previous meeting shall be provided to the GPAC for review and comment.
- E. City staff and/or a member of the City's General Plan consultant team shall mail or email the meeting packet a minimum of five days prior to the GPAC meeting date. The meeting packet will include: the meeting agenda; summary meeting minutes of the previous meeting(s); and staff reports, which may include lengthy attachments that require review by the GPAC.
- F. Public Comment. Time will be set aside at each meeting for the public to comment and address the GPAC on any matter under its purview.
- G. GPAC members will be expected to abide by the following guidelines during meetings:
 - 1. Turn cell phones and other communication items off during meetings.

2. Be courteous and listen while others are speaking, without interrupting. Treat others in the group the way that you would like to be treated. Make an effort to understand each other's position.
 3. Address the facilitator and members of the GPAC in a manner that allows meeting participants to hear comments.
 4. If you have spoken once during a round of discussion, allow others to contribute before providing additional input.
 5. Keep an open mind and be interested in finding areas of understanding and/or agreement.
 6. Maintain a positive outlook and provide constructive feedback.
- H. Communications Outside of Meetings: GPAC members will not communicate with each other (e.g., via e-mail, telephone or in person) outside of noticed, public meetings regarding matters within the GPAC's purview. GPAC members should communicate any questions or concerns to City staff or hold them and bring them up at the next public meeting.

VII. COMPENSATION

SECTION 700: The members of the GPAC shall serve without compensation or reimbursement for expenses related to attending GPAC meetings and other public outreach events.

VIII. STAFF LIAISON AND STAFF SUPPORT

SECTION 800: The Project Manager for the General Plan update shall serve as a staff liaison to the GPAC. City staff will provide support to the GPAC by developing and distributing meeting packets. All documents will be distributed through City staff to ensure that all members have the same information. In the event that a GPAC member wants to share information with other GPAC members, the information shall be given to the staff liaison for timely distribution to the entire GPAC.

IX. COMMUNICATIONS WITH THE MEDIA

SECTION 900: GPAC members agree not to characterize their viewpoints as representative of the entire GPAC when contacted by the media. Members agree not to use the media to unilaterally influence the process. Should members speak to the media, members are encouraged to provide accurate, factual information to inform the public about the update process, but are asked to refrain from speaking on behalf of the GPAC. It is recommended that you contact staff prior to communicating with the media.

X. MODIFICATION OF RULES OF PROCEDURE

SECTION 1000: From time-to-time the Rules of Procedure may need to be amended. If Staff amends the Rules, Staff will brief the GPAC on these changes.



Agenda Item

DATE: **SEPTEMBER 3, 2014**

TO: **GENERAL PLAN ADVISORY COMMITTEE (GPAC)**

FROM: **JOAN MALLOY, ECONOMIC AND COMMUNITY
DEVELOPMENT DIRECTOR**

SUBJECT: **OVERVIEW OF 2002 (CURRENT) UNION CITY GENERAL
PLAN**

The General Plan focuses on issues that impact the community including land use, circulation and mobility, health and safety, natural resources, economic development, and sustainability. The last comprehensive update of the Union City General Plan began in 1999 and concluded in 2002. The City is embarking on an update process to comprehensively review the vision, goals, and policies that will guide the City through the next several years. The current general plan can be accessed on-line at: <http://www.ci.union-city.ca.us/departments/economic-community-development/general-plan>. It is recommended that the GPAC review the document prior to the meeting to familiarize themselves with the general format.

Since the City adopted its General Plan in 2002, the City has grown and changed. In addition, new laws have passed that affect general plans and new planning strategies have been developed. These changes require a reevaluation of the existing General Plan and confirmation of the vision for Union City. This General Plan will look ahead to the year 2040, so the update will not only bring policies and programs up to date, but also position Union City for the next 25 years.

Every city and county in California must have a General Plan, which is the local government's long-term blueprint or "constitution" for future development. The General Plan represents the community's view of its future. The General Plan contains the goals and policies upon which the City Council and Planning Commission will base planning-related decision-making on. California State law requires that each city adopt a General Plan "for the physical development of the city." Typically, a General Plan is designed to address the issues facing the city for the next 15 to 25 years. The State recommends that General Plans be comprehensively updated about every 10 years.

The General Plan is presented as a collection of “topical elements,” of which seven are mandatory. The seven State-mandated elements are:

- Land Use;
- Circulation;
- Housing;
- Conservation;
- Open Space;
- Noise; and
- Safety.

State law also allows cities to add additional elements, which Union City did during the last update process. These included an Economic Development Element; the Youth, Family, Seniors and Health Element; and the Community Design Element.

The updated 2040 General Plan will generally follow the same format as the current General Plan. Each of the elements will include the following: introduction / background information; goals; policies; and implementation programs. Each element typically contains several goals that relate to topics pertinent to the specific element. Each goal will identify policies to assist with accomplishing the stated goal. Lastly, each goal will include specific implementation programs. Each implementation program will include a Department within the City responsible for implementation and a timeframe for completion.

Several of the elements are organized by geographic area as goals and policies relevant to one portion of the City may not apply to another portion. It is anticipated that the updated General Plan will be organized in a similar format.

Staff will provide a high level overview of the City’s current General Plan at the meeting to provide a better understanding of the major topics and key issues addressed.

Prepared by:
Carmela Campbell,
Planning Manager