

GENERAL PLAN ADVISORY
COMMITTEE
SEPTEMBER 3, 2014



*GPAC Overview and Summary
of Meeting Rules of Procedure*

GPAC OVERVIEW



□ GPAC MISSION

- Assist City staff and consultant team (City Team) in **providing input** on the **draft General Plan** to ensure that it **accurately reflects the vision and goals of the community**
 - Provide input on draft vision that will guide remainder of update process
 - Provide feedback on alternative land use scenarios for several opportunity areas within City
 - Provide input on draft goals and policies that address a variety of community issues

GPAC MEETINGS



- Anticipated that GPAC will meet a **minimum of 10 times** over the course of the update, including community workshops
- Meetings will take place either on the **1st or 3rd** Wednesdays of the month
- Meetings will last approximately **two hours**
- Need to finalize meeting start time (6:30 pm versus 7:00 pm)

GP UPDATE SCHEDULE



Union City General Plan Update: Meeting Summary

- Indicates the primary audience for the meeting, workshop, study session, or hearing
- ✓ Indicates others involved or attending the meeting, workshop, study session, or hearing

Meeting/Workshop	City Staff	GPAC/ EDAT	Planning Commission	City Council	Public
General Plan Update					
Kick-Off Meeting and City Tour <i>(complete)</i>	●				
All-Hands Kick-off Workshop <i>(complete)</i>	✓	●	●	●	✓
GPAC Meeting: Introduction, Responsibilities, Expectations <i>(Sept. 3)</i>	✓	●			✓
Community Workshop: Issues, Opportunities, Assets, and Vision <i>(Sept. 20)</i>	✓	✓	✓	✓	●
GPAC Meeting: Issues, Opportunities, Assets, and Vision	✓	●			✓
PC Study Session: Issues, Opportunities, Assets, and Vision	✓	✓	●		✓
CC Study Session: Issues, Opportunities, Assets, and Vision	✓	✓		●	✓
EDAT Meeting	✓	●			✓
GPAC Meeting: Review and Confirm Alternative Concepts	✓	●			✓
Community Workshop: Preferences for a Preferred Alternative	✓	✓	✓	✓	●
GPAC Meeting: Preferences for a Preferred Alternative	✓	●			✓
EDAT Meeting	✓	●			✓
PC Study Session: Recommending a Preferred Alternative	✓	✓	●		✓
CC Study Session: Selecting a Preferred Alternative	✓	✓		●	✓
GPAC Meeting: Key Policy Issues	✓	●			✓
GPAC Meeting: Key Policy Issues	✓	●			✓
EDAT Meeting	✓	●			✓
EDAT Meeting	✓	●			✓
GPAC Meeting: Confirm General Plan Revisions/Updates	✓	●			✓
GPAC Meeting: Confirm General Plan Revisions/Updates	✓	●			✓
PC Study Session: Confirm General Plan Revisions/Updates	✓	✓	●		✓
CC Study Session: Confirm General Plan Revisions/Updates	✓	✓		●	✓
Scoping Meeting	✓	✓	✓	✓	●
Community Open House: Celebrating the New General Plan	✓	✓	✓	✓	●
PC Hearing (2)	✓	✓	●		✓
CC Hearing (2)	✓	✓		●	✓
CC Adoption Hearing	✓	✓		●	✓



GPAC PURPOSE & DUTIES

- Help City team gain a **broader understanding of public perspectives** on a variety of topics addressed in GP update
- Provide **on-going, organized, and effective input** related to issues and policies addressed in GP update
- Assist City's community outreach efforts by **encouraging other members of the community to participate** in GP update process
- Communicate with other members of Union City community **to keep them informed of GP update process**

GPAC MEMBERSHIP – 15 members



- City Council – 2 members
- Planning Commission – 2 members
- New Haven Unified School District Representative – 1 member and 1 alternate
- Park and Recreation Commission – 1 member
- Human Relations Commission – 1 member
- Senior Commission – 1 member
- Youth Commission – 1 member
- Economic Development Advisory Team – 1 member
- Community at-large – 3 members
- Business Community – 1 Chamber of Commerce Representative and 1 member from the business community at-large



GPAC MEMBERSHIP

- ECD Director can go back to respective Commission, Committee or Board if a member:
 - Is not attending meetings regularly
 - More than three unexcused absences
 - No longer a member of respective commission, committee or board that they are representing
- For community-wide positions, ECD Director can go back to the list of applicants that originally applied or undertake an additional recruitment process

GPAC Roles and Responsibilities



- Review GPAC meeting materials **in advance of meeting and be prepared to verbally discuss**
- **Review and comment on major work products prepared for GP update**
- **Regularly attend scheduled GPAC meetings**
 - Provide at least **3 days advance notice** if not able to attend
- Provide a **constructive forum for interaction and communication** during GPAC meetings
- **Participate in community outreach efforts** for the GP update
 - Workshops, on-line engagement programs, public hearings, etc.



MEETING GROUND RULES

- All meetings and GPAC members will **abide by the open meeting requirements of The Brown Act**
 - ▣ City Team member shall prepare, post, and give proper notice of agenda for each meeting (BA requirement)
 - ▣ No matter may be considered or acted upon by the GPAC unless it is included on the posted agenda or supplemental notice (BA requirement)

MEETING GROUND RULES



- ❑ **Summary minutes of previous meeting shall be provided to the GPAC** for review and comment (BA requirement)
- ❑ 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 (BA requirement)
- ❑ GPAC members should **communicate any questions or concerns to City staff** or hold them and **bring them up at next public meeting**(BA requirement)



MEETING GROUND RULES

- The GPAC will **operate by general consensus and provide recommendations, comments and input** to the City Team
- **City team member(s) will function as meeting facilitator(s)**
 - No chairperson or vice-chairperson appointments
 - Regular meetings shall continue until all agenda items are concluded, unless adjourned earlier by City staff



MEETING GROUND RULES

- City Team member **shall mail or email** the meeting packet a **minimum of five days prior** to the GPAC meeting date
 - GPAC members need to specify if they prefer the packet be mailed, emailed, or both
- Time will be set aside at each meeting for the public to comment and address the GPAC on any matter under its purview



MEETING GROUND RULES

- Turn cell phones and other communication items off (or put them on silent) during meetings
- Be courteous and listen while others are speaking. Don't interrupt.
- Address the facilitator and members of the GPAC in a manner that allows meeting participants to hear comments

MEETING GROUND RULES



- If you have spoken once during a round of discussion, allow others to contribute before providing additional input
- Keep an open mind and be interested in finding areas of understanding and/or agreement
- Maintain a positive outlook and provide constructive feedback



MEDIA COMMUNICATION

- GPAC members **agree not to characterize their viewpoints as representative of the entire GPAC** when contacted by media
- Members **agree not to use media to unilaterally influence the process**
- Should members speak to the media, **members are encouraged to provide accurate, factual information** to inform public about update process
- **It is recommended that you contact staff prior to communicating with the media**

CONCLUSION



□ QUESTIONS?

- We are hear to have fun. Any suggestions that you may have to make the meetings more enjoyable let us know!

**Upcoming Community Workshop
Vision, Issues & Opportunities
Saturday, September 20, 2014
10:00 am – Noon
Ruggieri Senior Center**

**Next GPAC Meeting
Wednesday, October 15, 2014
Community Workshop Follow-up
Review of Issues and Opportunities and
formulation of Vision for Union City's future**