

TO: James L. App, City Manager
FROM: Ronald Whisenand, Community Development Director
SUBJECT: **Uptown/Town Centre Specific Plan Ad Hoc Committees Work Program**
DATE: August 4, 2009

NEEDS: For Council to provide staff and Ad Hoc Committee direction on a schedule for the review of the Uptown/Town Centre Specific Plan.

FACTS:

1. The Council formed two ad hoc committees to facilitate review of the Uptown/Town Centre Specific Plan. Committee A consists of Councilmen Gilman and Strong. Committee B consists of Mayor Picanco and Councilman Steinbeck.
2. The purpose of the ad hoc committee process is to help facilitate the gathering of community expertise and input on the draft specific plan.
3. The adopted specific plan schedule includes a joint meeting of the City Council and Planning Commission to reintroduce the Plan, gather early feedback, and comment on the scope of the EIR.
4. It would be helpful to confirm the City Council's preferred course and sequence of actions to complete review of the draft Plan.

ANALYSIS &

CONCLUSION: The specific plan schedule calls for a joint meeting of the Planning Commission and City Council to reintroduce the plan, receive early feedback, and comment on the scope of the EIR (mandated Notice of Preparation Scoping Meeting). Such a workshop is intended to allow a high-level orientation of the plan and the key plan principles. This overview may benefit the work of the ad hoc committees.

One possible review schedule could include:

1. August joint meeting of the Planning Commission and Council on key plan principles and feedback on the Notice of Preparation (NOP) for the project EIR
2. Planning Commission appoints a three-member ad hoc committee to work with staff on its review
3. Staff organizes a separate series of meetings with each ad hoc committee (**CC and PC ad hoc committees?**)
4. Second joint Planning Commission/City Council meeting to discuss the results of the ad hoc committee review and provide direction to the staff and specific plan consultant team

5. Specific Plan revisions are prepared prior to final public hearings on the project EIR and Specific Plan

The planned intensive ad hoc review process will need to:

1. Include staff representatives who will prepare committee reports of each meeting
2. Establish a schedule for meetings to conclude information gathering within 4 weeks or less
3. Avoid discussing ad hoc committee matters outside the committee meetings except when presenting information at a noticed public meeting

POLICY

REFERENCE: None.

FISCAL

IMPACT: None.

OPTIONS:

- a. **Each Committee should announce their requested outside community experts and the full Council shall establish a review schedule that includes specific tasks outlined above**
- b. **Amend, modify or reject the foregoing option.**