



MEETING NOTES - Amended April 2010

City of Sunnyvale

Advisory Committee (AC) for the General Plan Consolidation

February 16, 2010, 7:00 p.m. West Conference Room, Sunnyvale City Hall

See page 3 of these notes for an attendance list.

1. Staff discussed meeting logistics, committee purpose, and summarized the schedule. The goal is to have an outline for the new General Plan by the end of June, including information about the level of detail contained, look and feel, and structure of goals and policies.
2. Staff discussed the role of the Chair and Vice-Chair. After a brief discussion of qualifications, Patrick Walz from the Bicycle and Pedestrian Advisory Commission was selected as Chair for the Advisory Committee. Chuck Hungerford was selected as Vice-Chair.
3. The Committee discussed several aspects about the scope of the task and process, including:
 - Who is using the document and for what purpose? To create a successful document, the Committee wants to define who's using the document, what they want to get out of it, and how it's going to help the City. Different stakeholders could be interviewed to see what they are looking for in the General Plan.
 - Why is staff recommending Option A of the possible frameworks (a comprehensive, vision-based framework) versus Option B (streamlined) or Option C (a more traditional comprehensive structure)? The current structure of the General Plan is very comprehensive. Staff felt that going to the streamlined option would be too radical a departure for the City. The Vision element had a broad range of input and it would be a solid structure for the organization of the General Plan to be built on.
 - What elements will be updated next? What is the future update process for the consolidated General Plan? The Land Use and Transportation Element (LUTE) will be prepared in the next 18 months to be completed in fall of 2011. Based on the environmental data that will be prepared for that study, the Air Quality and Noise elements will also be updated in 2012. *(Notes were amended to add schedule dates.)* Once the General Plan is compressed into one document, the entire document will be updated as a whole, rather than the current piecemeal schedule. However, in the meantime, it may be necessary to update individual sections and policies if they are out of date. Based on a ten-year update schedule, the next comprehensive update would be scheduled in 2020.

- How will the General Plan be implemented? The committee discussed the structure of goals and policies. It was discussed how goals and policies, with measurable outcomes, can be a powerful tool for boards and commissions as well as the public to understand what the City is trying to achieve. Staff passed out a draft breakdown of different implementation/policy plans the City maintains and how they relate to the General Plan.
- What environmental review is required? The committee discussed that the goal is to reorganize existing general plan language and policy, not to create new language. However, in the course of this task there may be some substantive changes. At the end of the six months, prior to Council adoption of the recommended framework, staff will review the recommendation to determine the appropriate level of environmental review.
- How will we define success? What are our goals? Through the course of the discussion, the committee discussed several goals for the document. This topic will be discussed more fully at the March meeting. These goals include:
 - √ Targeting the correct audience
 - √ Readable for the general public
 - √ Able to be updated efficiently
 - √ Designing for the correct medium (web or paper)
 - √ Maintaining an appropriate level of detail
 - √ Maintaining a vision focus and not addressing operational issues

4. Action items to be completed prior to the next meeting.

- The Advisory Committee members will read the Vision Element and review other general plans on the web.
- Staff will complete the following:
 - √ Look for an alternative March meeting date such that it does not conflict with the League of California Cities Planners Institute conference in Monterey.
 - √ Send out links to all the elements, including the Vision.
 - √ Send out the final meeting schedule (included in these notes).
 - √ Send out the contact list with emails.
 - √ Send out the meeting notes.

5. Upcoming Meetings(all to be held at 7:00 p.m. in the West Conference Room at City Hall):
- Thursday, March 25, 2010 (tentative, possible rescheduling to March 31)
 - Thursday, April 22, 2010
 - Thursday, May 27, 2010
 - Thursday, June 24, 2010

Attendance

Regular Members Attending:

1. Noelle Hughes, Arts Commission
2. Patrick Walz, Bicycle and Pedestrian Advisory Committee
3. Pedro Baltar, Board of Building Code Appeals
4. Chris Moylan, City Council
5. Jim Griffith, City Council
6. David Squellati, Heritage Preservation Commission
7. Tom Flaherty, Board of Library Trustees
8. Robert Pochowski, Parks and Recreation Commission
9. Glenn Hendricks, Personnel Board
10. Charles Hungerford, Planning Commission
11. Larry Klein, Planning Commission

Alternates Attending:

12. Ralph Durham, Bicycle and Pedestrian Advisory Committee
13. David Musgrave, Board of Building Code Appeals
14. David Whittum, City Council
15. Nancy McDonough, Heritage Preservation Commission
16. Fred Fowler (alternate to the alternate), Housing and Human Services Commission
17. Narendra Pathak, Board of Library Trustees
18. Robert Harms, Parks and Recreation Commission
19. Judi Nickey, Personnel Board
20. Brandon Sulser, Planning Commission

Staff Attending:

21. Hanson Hom, Director of Community Development
22. Trudi Ryan, Planning Officer
23. Diana O'Dell, Senior Planner