



## **MEETING NOTES**

### **City of Sunnyvale**

### **Advisory Committee (AC) for the General Plan Consolidation**

May 27, 2010, 7:00 p.m. West Conference Room, Sunnyvale City Hall

See page 5 of these notes for an attendance list.

**1) Welcome and call to order.**

The meeting came to order at 7:07pm.

**2) Review of meeting notes of April 22**

The meeting notes were accepted by consensus.

**3) Selection of committee member to take notes**

Fred was selected without opposition.

**4) Project Status**

Hanson Hom said that a general plan is "supposed" to deal with the physical development of the city. It should also have a "long term" perspective. It should be "user friendly". It needs to be concise and have a minimum of redundancy. It needs to be a document that is in a format that lends itself to easy revision.

There are three key goals for this committee. One is to define the scope of the General Plan. Second is coming up with a structure and format for how the general plan should be organized. The third goal is to make choices about "look and feel".

This committee has three meetings left. This meeting should be used to define the scope of the General Plan. We should come to agreement about what goals and policies should be in the General Plan and which goals should go into the Council Policy Manual. The second target for tonight should be to give Diana feedback about how an element should look so she can develop an example. The final goal would be to talk about the look and feel of a paper General Plan vs. a Web based General Plan.

**Continuing discussion:**

**a) Types of City Policy**

Yvette Blackford from OCM made a presentation about the Council Policy Manual. That manual is the place where Council Policy is kept as it is made. Council Policy is potentially made every time the Council takes a vote on a topic.

The City's policy framework is divided into Council Policies and City Manager policies. City Manager policies are "operational", and Council Policies are not.

The Council Policy Manual is organized into topics that are based on General Plan subelements. It is available online at the city website.

The Council can change policy through a simple majority vote. The City Manager can make "clarifications" of policy if clarification is necessary.

There are also "short term" policies. An example is the Legislative Action Plan, which contains policy related to supporting or opposing county, state or federal legislation.

#### b) Scope of General Plan

Chris Moylan made a suggestion that we deal with as many choices at the subelement level as possible. He noted that the: Community Engagement subelement is being pulled out and wondered why, because it is so similar to the "Community Vision" portion of the current document. Diana O'Dell responded that the staff's recommendation is that these policies be kept in the Council Policy Manual. Chris Moylan stated that all General Plan sub-elements must be reviewed by the Planning Commission. He suggested using that as criteria to determine whether it makes sense for a topic to be included in the General Plan.

The Legislative, Fiscal and Community Engagement subelements are proposed to be removed from the General Plan.

Motion: That the following subelements be included in the General Plan: Land Use, Open Space and Recreation, Housing, Heritage Preservation, Community Design, Water Resources, Noise, and Air Quality. Glenn Hendricks made the motion, Noelle Hughes seconded, adopted 12-0.

Motion: Glenn Hendricks moved and Larry Klein seconded to remove the Legislative Management subelement from the General Plan and keep it in the Council Policy Manual. The motion passed 11-1 (Fred Fowler opposed).

Motion: That the Community Engagement subelement be removed from the General Plan and be kept in the Council Policy manual. Glenn Hendricks moved and Larry Klein seconded. Jim Griffith offered an amendment that Goal A and its policies in the community engagement subelement be retained in the General Plan. Glenn Hendricks accepted the amendment as did Larry Klein. The motion passed 9-2-1 (Brandon Sulser and Fred Fowler opposed, Pedro Baltar abstained).

Motion: That the Fiscal subelement be removed from the General Plan and retained in the Council Policy Manual. Brandon Sulser moved and David Squellati seconded. Jim Griffith offered an amendment to retain goal 1 (20 year

budgeting/planning) in the General Plan. Tom Flaherty seconded. 6-6, motion to amend failed. Original motion passed 9-2-1 (Jim Griffith and Fred Fowler opposed, Pedro Baltar abstained).

Motion: Adopt staff recommendation on Safety policies. Made by Glenn Hendricks, seconded by Noelle Hughes, motion passed 11-1 (Fred Fowler opposed).

Motion: By Fred Fowler, seconded by Tom Flaherty to adopt staff recommendation on all elements except Library. Motion passed 11-1 (Fred Fowler opposed).

Motion: Glenn Hendricks moved the staff recommendation on the library with the exception that Goal D and its policies be retained in the General Plan. Seconded by Noelle Hughes. Motion passed 11-1 (Fred Fowler opposed).

**c) Topic Format for General Plan**

This topic is moved to the June 24<sup>th</sup> meeting.

**d) Outreach meeting**

July 13<sup>th</sup>, 7:00pm. Should it be informational or should feedback be solicited? The sense is that feedback should be solicited.

Jim Griffith said there should be a presentation about "here is what we're trying to do", and then the question should be posed "what do you want out of a general plan?", "what does 'user friendly' mean"?

How will people be notified about the meeting? Hanson Hom suggested outreach through neighborhood associations and through the economic development department.

Diana O'Dell will have a draft outline at the next (June) meeting.

**New Information**

**e) Web based General Plan Objectives**

Adam Levermore (the city webmaster) made a presentation about a web based General Plan document. Adam talked about the features of the .pdf format, and strongly recommended that this format be used. Adam also mentioned that Microsoft Share point is being implemented to enable cooperative editing of the documents.

Jim Griffith suggested that a wiki be used as the central repository for the plan documents. Adam said the city does not have experience with wikis, but that it would be investigated.

Larry Klein stated that he thought wiki editors can be problematic.

Glenn Hendricks suggested that using .pdfs would cause a user to go in and out of Adobe pdf reader. He suggested that a way be found to navigate in a seamless, clean way.

Jim Griffith asked if any documents in the plan contain signatures? If so, they are images and are difficult to word-search.

## General Business

### f) Public Comments

Narender Pathak commented that the Library is very important and should be focused. Second question is whether the Council Policy manual is available in the library.

David Whittum objected to having no opportunity for public comment before each action of the committee. He went on to note that some of the recommendations made tonight would change the ability of property owners to appeal Council actions as inconsistent with the General Plan

### g) Staff Announcements

An additional meeting is scheduled for July 29<sup>th</sup>.

The Council has selected members for the "Horizon 2035" committee. They will be meeting on June 21<sup>st</sup>. There will be a climate action workshop on June 30<sup>th</sup>. The meeting was adjourned at 9:45 pm.

The meeting was adjourned.

### Upcoming Meetings:

- Public Outreach Meeting: July 13, 2010 - 7:00 p.m. in the Sequoia Room at the Senior Center
- Thursday, July 29, 2010 - 7:00 p.m. in the West Conference Room at City Hall

**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. Fred Fowler, Housing and Human Services Commission
8. Tom Flaherty, Board of Library Trustees
9. Robert Pochowski, Parks and Recreation Commission
10. Glenn Hendricks, Personnel Board
11. Charles Hungerford, Planning Commission
12. Larry Klein, Planning Commission

Alternates Attending:

13. Dave Whittum, City Council
14. Narendra Pathak, Board of Library Trustees
15. Robert Harms, Parks and Recreation Commission
16. Judi Nickey, Personnel Board
17. Brandon Sulser, Planning Commission

Staff Attending:

18. Hanson Hom, Director of Community Development
19. Trudi Ryan, Planning Officer
20. Diana O'Dell, Senior Planner
21. Patricia Lord, Community Resources Manager
22. Yvette Blackford, Intergovernmental Relations (IGR) Officer
23. Adam Levermore, Administrative Analyst (City Webmaster)