

RESOLUTION NO. 2023-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA APPOINTING MEMBERS TO THE TEMPORARY GENERAL PLAN ADVISORY COMMITTEE (GPAC) AND ACCEPTING THE GPAC BYLAWS.

WHEREAS, on October 20, 2022, the City executed an Agreement for Professional Services (Agreement) with Raimi+Associates (R+A) to prepare a comprehensive General Plan Update (GP2045), associated Environmental Impact Report (EIR), and the necessary amendments to Title 17 of the Marina Municipal Code (MMC) as needed;

WHEREAS, as a component of the engagement and outreach activities identified in the approved contract, the GP2045 team (R+A and Planning staff) will conduct a wide variety of outreach and engagement activities including the facilitation of eight (8) to ten (10) meetings of the 11-13 member GPAC which will provide high-level feedback and serve as a sounding board for content for public workshops;

WHEREAS, at the GP2045 kick-off study session with the Planning Commission on January 25, 2023, the Council agreed to provide staff with three (3) names each of residents or business/property owners in Marina who they feel would provide a diverse and thoughtful membership on the GPAC and staff would supplement the remainder of the Committee with other community members or a combination of people who are willing and interested in committing to the long-term assignment;

WHEREAS, the City Council accepts and appoints the selection of Council-recommended GPAC members incorporated herein as **Exhibit “A”**;

WHEREAS, the City Council accepts the GPAC Bylaws incorporated herein as **Exhibit “B”**; and

WHEREAS, the formation of and appointment to the temporary GPAC and the acceptance of GPAC bylaws are exempt from environmental review per Section 15378(b)(5) of the California Environmental Quality Act (CEQA) as these actions in and of themselves are not a “project” which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Marina hereby:

1. Appoints the recommended GPAC membership as provided herein (Exhibit A); and
2. Accepts the GPAC Bylaws as presented (Exhibit B).

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 22nd day of February 2023, by the following vote:

AYES, COUNCIL MEMBERS: Visscher, McCarthy, Biala, Medina Dirksen, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

Exhibit A

	Name	District	Veteran	Business Owner	Youth	Educator
1	Wesley Haye	2	x			
2	Manjeet Dhillon	3		x		
3	Venetia Rivera	2				x
4	Maya Morrow	2			x	
5	Catina Smith	2				
6	Richard Zhang	1				x
7	Galia Baron	1				x
8	Daniel Munoz	4				x
9	Sheila Baker	4		x		
10	Mia Nguyen	4				
11	Cindy Burnham	2				
12	Maria Holland Dungo	2				
13	Grace Silva- Santella	3				

Exhibit B

GPAC Bylaws



General Plan Advisory Committee – Overview and Ground Rules

The following ground rules are intended to provide the General Plan Advisory Committee (GPAC or Committee) members with an overview of the purpose and expectations for participation in the General Plan update, as well as a summary of the decision-making process that will be followed. The ground rules are intended to keep the Committee on schedule, as a key part of the General Plan Update project. Each meeting will be facilitated by the City's General Plan Update consultant, Raimi+Associates (R+A) with assistance from City staff.

Advisory Committee Purpose

The City of Marina (City) GPAC will serve as champions of the project throughout the General Plan update process. Guidance related to goals and objectives for all the topics in the General Plan will be discussed with a focus on land use and transportation decisions. It is the GPAC's charge to represent the community's interests in the development of a plan that reflects the vision for the City's future. The Committee will serve as a sounding board for ideas presented by the team and will be asked to come up with creative solutions that address the challenges facing the City today and in the coming 25 years. Committee members are also expected to serve as "ambassadors" for the General Plan by promoting the process, talking with other residents and stakeholders, and assisting with community engagement activities.

Membership

- The Committee consists of eleven (11) – thirteen (13) members. The members are a combination of recommendations from each of the City Council members and members of the general public who submitted applications. The GPAC membership will be appointed by the City Council.
- Committee members are not allowed to select an alternate if they cannot attend a meeting.
- Committee members are appointed to advise on the General Plan update process. This process is expected to run until the end of 2024 but may be extended if needed. The Committee is considered a temporary committee that will be dissolved upon the completion and adoption of the General Plan Update process.
- The GPAC will have a quorum when six (6) members are present. Due to the fact that meetings must occur to keep the General Plan update process on schedule, meetings may be held without a quorum, but without a quorum, the Committee can only receive a presentation or information without discussion or action.

Level of Commitment and Responsibility

- There will be up to ten (10) GPAC meetings during the General Plan update process. The meetings will be held approximately monthly over the next 1.5 – 2 years.

- If a member is absent from two (2) meetings in a row or misses a total of three (3) meetings, the City Council may remove that member and replace them with an alternate.
- Committee meetings will be held on the 1st Thursday of the month, in the evening from approximately 6:00 to 8:30 pm. Meeting times and dates may change depending on circumstances. These meetings will be held in-person except for the consultant team which may need to conduct the meeting virtually. City staff will attend meetings in-person.
- Committee members are expected to prepare for, attend and participate in every meeting to the greatest extent feasible. As needed, materials will be provided to members one week prior to each meeting via email. These materials will be the subject of the discussion, so it is important that each Committee member read the materials and come to the meeting prepared to discuss the information.
- Throughout the process, there will be many community engagement activities including public workshops, “pop-up” workshops, surveys, and focus groups. Committee members are also strongly encouraged to attend and assist with all public workshops and other events, as necessary.
- When members cannot attend a meeting of the Committee, they should notify Alyson Hunter, AICP, Interim Planning Manager, at ahunter@cityofmarina.org or at (831) 884-1251 as far in advance as possible. Members must be present to participate in consensus decision-making.

Decision-Making Process

- The Committee will operate in the spirit of consensus. Consensus does not connote 100 percent agreement on every issue, but rather, support for the recommendations taken as a whole. Where no consensus emerges, varying points of view will be presented to the General Plan consultant team and City staff.
- The Committee will play a critical role in guiding the General Plan update process. However, it is only one of many forms of input for decision-making. Additional input will come from public workshops, stakeholder interviews, pop-up workshops, online surveys, focus groups, Planning Commission meetings and City Council workshops. Thus, direction provided by the GPAC may not be the ultimate direction for a particular topic or policy.
- Formal votes will not occur on any topic or specific issue as the purpose of the GPAC is to serve as a sounding board for City staff and the consultants. However, “straw polls” may be taken to understand the direction of the Committee.
- Every member is responsible for communicating their position on issues under consideration. Each member is also encouraged to clearly state their intentions and concerns at the earliest possible time in the course of the discussions.
- Following each GPAC meeting, City staff and the consultants will summarize the direction and conclusions from that meeting. This will be a summary of the meeting; it will not be a transcript listing every comment made by each Committee member. This summary will be included in the meeting minutes that will be reviewed at the following GPAC meeting. This information will be used to set the broad policy direction of the General Plan.
- Committee members may rely on meeting summaries to the extent possible and will refer questions about the views of others to those Committee members.

Meeting Structure and Basic Conduct

- The Committee will not have a Chair or a Vice Chair – all members are equal. City staff and/or a member of the Raimi + Associates consultant team (the City's lead General Plan consultant) will act as the facilitators for the meetings, set meeting agendas, and determine the overall direction of the GPAC, in consultation with City staff.
- Committee members will not speak with the press about the General Plan Update. All media requests should be directed to City staff.
- All members agree to participate in good faith, as well as to respect the concerns of the other members. All Committee members are expected to participate in a constructive and professional manner and in a way that encourages constructive dialogue, mutual respect, and a commitment to collaboration. The following points are offered as examples of behavior expected of the GPAC members:
 - Share the floor and make sure all members have an opportunity to express their point of view.
 - Offer respect for different viewpoints and attention when others speak.
 - Share the responsibility of ensuring the success of the process and the quality of recommendations.
 - Make good faith efforts to work towards reaching a consensus.
 - Represent the perspectives, concerns, and interests of agencies or constituencies whenever possible to ensure that agreements and recommendations developed by the group are acceptable to the organizations, agencies, or constituents being represented.
 - Ask questions of each other for clarification and mutual understanding.
 - Verify assumptions when necessary and avoid characterizing the motives of others.
 - Acknowledge and try to understand others' perspectives.
 - Refrain from side conversations, both during the meeting and between meetings.
 - Silence all electronic devices and refrain from accessing digital platforms (Google, etc.) during the meetings.
 - Concentrate on the content of discussions and allow the facilitator to focus on how to promote productive discussion.
- Unprofessional, divisive, and/or disrespectful behavior during or between meetings will not be tolerated. Members who act in this manner may be removed from the GPAC. Examples of this behavior include:
 - Using foul or profane language in meetings.
 - Making derogatory or disrespectful comments about other members.
 - Yelling during meetings.
 - Frequent and/or disrespectful interruptions.
 - Minimizing the viewpoints of others.
 - Any other behavior that is deemed to be detrimental to Committee or disrespectful of any individual Committee member, consultants, or City staff.

Public Participation

- The GPAC is governed by the Ralph M. Brown Act. Discussions regarding the subject matter of the Committee should take place during a noticed, public meeting of the Committee. Please refrain from having such conversations outside a noticed meeting. This includes in person meetings, email chains, or social media.
- All GPAC meetings are open to the public and will be noticed on the project website.
- Opportunities for limited public comment will be allowed at the end of each for a period of fifteen (15) minutes. These comments can help inform the Committee about broader public opinion. Public comments will ideally be two minutes per participant but may be modified if more speakers are present than time allows. Time sharing between participants will not be allowed.
- Members of the public will be invited to address the GPAC on items directly related to the discussion held during the Committee meeting.
- Meetings will not run over or reduce GPAC discussion time in exchange for public comment. Individual time allotted to speakers from the public will be determined based on the number of people wishing to provide input.
- Meeting schedules, meeting materials and notes will be published on City's General Plan website.

Conflicts of Interest

Committee members must comply with all regulations prohibiting participation by officials with conflicts of interest. Under the Political Reform Act, a member may have a disqualifying conflict of interest in a decision if it is foreseeable that the decision will have a financial impact on their personal finances or other financial interests. If a member believes they have a conflict of interest for a topic or property that is before the Committee, the member must recuse themselves by disclosing the conflict, leaving the room when the Committee discusses the item and not participate in the review or consideration of the item for which they have a conflict. Members should contact the City Attorney's office in advance if they have questions or concerns about potential conflicts.

Information Requests and Direction to Consultants

Relevant information can play an important role in the development of informed consent. At the same time, too much information or information of limited relevance can cause confusion and slow down the process. Where individual members wish to share written or printed information with the larger group, such information should be provided to City staff approximately 1 week and not less than 72 hours prior to any scheduled meeting to allow for duplication and/or distribution prior to the meeting.

In addition, requests for development of significant information or data from Committee members must be raised at scheduled Committee meetings or in writing to City staff. Staff will make reasonable attempts to address information requests by Committee members.

In order for the GPAC to be a productive and valuable part of the larger process, it is important for all the members to benefit from the same information.

February 10, 2023

Item No: **13b**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of February 22, 2023

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2023-,
APPOINTING MEMBERS TO A NEW TEMPORARY GENERAL PLAN
ADVISORY COMMITTEE (GPAC) AND ASSOCIATED BYLAWS. THE
FORMATION OF AN ADMINISTRATIVE COMMITTEE IS EXEMPT
FROM ENVIRONMENTAL REVIEW PER SEC. 15378 OF THE CEQA
GUIDELINES.**

REQUEST:

It is requested that City Council consider adopting Resolution No. 2023-, approving the establishment of a temporary General Plan Advisory Committee (GPAC) consisting of the following components:

1. Appoint the thirteen (13) individuals from the community on the list included as **EXHIBIT A** in the Resolution. These individuals make up a combination of Council recommendations and general public applications. Staff will verify final membership based on availability and commitment. The total GPAC membership is not to exceed 11-13 in number; and
2. Accept the GPAC bylaws incorporated by reference as **EXHIBIT B** in the Resolution. The bylaws establish meeting protocols, timeframe, and expectations.

BACKGROUND:

On October 20, 2022, the City executed an Agreement for Professional Services (Agreement) with Raimi+Associates (R+A) to prepare a comprehensive General Plan Update (GP2045), associated Environmental Impact Report (EIR), and the necessary amendments to Title 17 of the Marina Municipal Code (MMC) as needed. As a component of the engagement and outreach activities identified in the approved Scope of Work (SOW), the GP2045 team (R+A and Planning staff) will conduct a wide variety of outreach and engagement activities including the facilitation of eight (8) to ten (10) meetings of the GPAC to obtain high-level feedback and to serve as a sounding board for content for public workshops.

ANALYSIS:

At the GP2045 kick-off study session with the Planning Commission on January 25, 2023, the Council agreed to provide staff with three (3) names each of residents or business/property owners in Marina who they feel would provide a diverse and thoughtful membership on the GPAC and staff would supplement the remainder of the Committee with other community members or a combination of people who are willing and interested in committing to the long-term assignment. The Councilmembers' recommendations were due February 8th to staff and an online application was made available to the general public through our social media and web platforms. Staff received 18 names from Council members and several applications from the general public. The final list is a combination of both Council recommendations and public applications.

The basic flow and logistics of the meetings are described in the consultant's SOW (below) and in more detail in the attached Bylaws:

Task 2.6: General Plan Advisory Committee (GPAC) Meetings

The R+A team will facilitate up to 8 meetings with the GPAC to obtain high-level feedback and to serve as a sounding board for content for public workshops.

The general flow of meetings (and estimated number of meetings) is as follows:

- Introduction, engagement plan, start-up tasks (1 meeting)
- Issues and opportunities (1 meeting)
- Existing conditions (1 meeting) covering subjects such as land use/Specific Plans/zoning; climate/sustainability/SLR; health and EJ.
- Vision and guiding principles (1 meeting)
- Alternatives development and selection (2 meetings)
- Policy development on key topics (1 meeting)
- GP and EIR review (1 meeting)

City staff will provide logistics and communication with GPAC members for this task. This will include sending emails to GPAC members prior to meetings, identifying and coordinating meeting spaces, setting up technology and refreshments (if desired) and on-going communication with GPAC members as necessary. It is anticipated that approximately half of these meetings would occur digitally through a virtual meeting platform such as ZOOM, and participation from community members and GPAC members would be facilitated using hand raising, chat and whiteboard functions. Up to 4 GPAC meetings may be attended in person.

Staff heard from the Council and Planning Commissioners that one of the primary goals of the GPAC is to be inclusive and as diverse as the City itself. With this in mind, Staff tried to include the widest possible array of members based on geographic location (Council district), age, ethnicity, and business ownership. Please note that the GPAC is not the only opportunity to participate in the GPU process. There will be stakeholder interviews and meetings, community workshops, online engagement through surveys and event announcements, pop-up tabling at community events, and social media blasts. Lastly, recommended committee members and those who submitted applications but were not selected will be added to the stakeholder list for direct interviews by the consultant team.

FISCAL IMPACT:

There may be incidental costs to the City outside the GPU budget snacks and other supplies for GPAC meetings.

CONCLUSION:

This request is submitted for City Council discussion and action.

Respectfully submitted,

REVIEWED/CONCUR:

Alyson Hunter, AICP
Interim Planning Manager,
Community Development Dept.
City of Marina

Guido Persicone, AICP
Director, CDD
City of Marina

Layne P. Long
City Manager
City of Marina