



## ECONOMIC VITALITY COMMISSION

CITY COUNCIL CHAMBERS  
(555 SANTA CLARA STREET, SECOND FLOOR)

5:30 P.M. – Wednesday, August 14, 2013

### AGENDA

*Requests for disability-related modifications or accommodations, aids or services may be made by a person with a disability to the Economic Development Division no later than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations and adopted in implementation thereof. The Economic Development Division may be contacted as follows: Phone: (707) 649-5452, FAX (707) 648-4499 or email [Annette@ci.vallejo.ca.us](mailto:Annette@ci.vallejo.ca.us)*

*I, Annette Taylor, do hereby certify that I caused a true copy of the above notice and agenda to be delivered to each of the members of the Economic Vitality Commission at the time and manner prescribed by law and posted in an area freely accessible to members of the public on August 9, 2013.*

*Annette Taylor*

1. Call to Order
2. Pledge of Allegiance
3. Roll Call

Welcome newly-appointed Commissioner Julianne Lyons

4. Approval of Agenda

The Commission may adopt the agenda as presented or may rearrange the order of items. Pursuant to the Brown Act, the Commission may not add items to the agenda and the Commission may only discuss items on the agenda.

5. Approval of Minutes
6. Presentations
7. Council Liaison's Report

City Councilmember Hermie Sunga, liaison to the Economic Vitality Commission, may provide a report during this item.

8. Communications

9. Community Forum

Anyone wishing to address the Commission on any matter not listed on the Agenda, but within the jurisdiction of the Commission to resolve, may state his/her name and address for the record. Individuals representing a group will be allocated 5 minutes for their presentation. Individuals representing themselves will be allocated 3 minutes for their presentation.

10. Consent Calendar

11. Administrative Items

A. Appoint an Economic Vitality Commissioner to the General Plan Working Group

The City of Vallejo is seeking volunteers to serve on the General Plan Working Group, a fifteen member committee who will advise staff during the preparation of the City's General Plan/Zoning Code Update. Among the issues that will be addressed are land use, housing, open space, circulation, economic development, public services, infrastructure, emergency preparedness and community health.

Recommendation: After nomination by Commissioners, staff recommends appointment of an Economic Vitality Commissioner to the General Plan Working Group.

B. Update by staff on the changes in the Economic Development Department

Recommendation: Information item only.

C. Discussion on the role of the Economic Vitality Commission and formation of subcommittees

Recommendation: Staff receives input from the Commissioners and provides feedback.

12. Policy Items

13. Projects Status Report

14. Report of the Chairperson and Members of the Commission

15. Adjournment

MINUTES OF THE REGULAR MEETING OF  
THE ECONOMIC VITALITY COMMISSION  
City of Vallejo

Wednesday, November 14, 2012

1. Call to Order

The meeting of the Economic Development Commission (EDC) was called to order at the City Council Chambers (555 Santa Clara Street) at 5:30 p.m. on Wednesday, November 14, 2012.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

Those Commissioners present and absent were as follows:

Present: Commissions Dion, Dowling, Hanson, Jaeckel, Parker-Kittel, Torres, Walker

Absent: None

Staff and elected officials in attendance were:

Annette Taylor, Senior Community Development Analyst

4. Approval of Agenda for November 14, 2012

The agenda was unanimously approved.

5. Presentations

None

6. City Council Liaison's Report

No report.

7. Communications

None

8. Community Forum

None

9. Consent Calendar

There were no items on the Consent Calendar.

10. Administrative Items

A. Economic Development Strategic Plan and Strategic Marketing Plan

Staff requested that this meeting be a brainstorming session to get the Economic Vitality Commission input on how they could help city staff implement the ED Strategic Plan and Strategic Marketing Plan and proposed ad hoc committees to work on these strategies. The commissioners discussed the following priorities: business retention/attraction; Mare Island development; Sonoma Blvd Corridor Design Plan; Solano 360; General Plan update; downtown/waterfront development; fostering a business friendly environment; and website marketing.

11. Policy Items

None

12. Project Status Report

Staff gave update on ongoing projects.

13. Report of the Chairperson and Members of the Commission

It was recommended to not hold a meeting in December. Commissioners strongly stressed that they are ready to work and hope that the new year would be more productive.

14. Adjournment

The meeting was adjourned at 6:52 p.m.



## ECONOMIC VITALITY COMMISSION STAFF REPORT

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<b>DATE OF MEETING:</b>	August 14, 2013	<b>Item No.</b> 11a
<b>PREPARED BY:</b>	Andrea Ouse, Planning Manager	
<b>PROJECT NUMBER:</b>	N/A	
<b>PROJECT LOCATION:</b>	City-wide	
<b>RECOMMENDATION:</b>	Appoint a seated Economic Vitality Commissioner to the General Plan Working Group (GPWG)	

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### BACKGROUND SUMMARY

The City of Vallejo is seeking volunteers to serve on the General Plan Working Group, a fifteen member committee who will advise staff during the preparation of the City's new General Plan. A General Plan is often described as the "constitution" that guides the development of a city. It will establish a vision for Vallejo's future, and the policies and implementation measures that will help it to achieve that vision. Among the issues it will address are land use, housing, open space, circulation, economic development, public services, infrastructure, emergency preparedness and community health. It is the foundation on which all land use planning and regulatory decisions are made.

The General Plan Working Group (GPWG) will:

- Provide feedback and direction to the Economic and Community Development Department staff and the consultant team during the preparation of the General Plan update;
- Make recommendations to the Planning Commission and City Council at key project milestones;
- Host community workshops and other outreach events, and act as a sounding board for the community during the process; and,
- Communicate information about the General Plan Update to other Vallejo residents and encourage their friends, neighbors and colleagues to participate in the process.

It is anticipated that the GPWG will begin meeting in late September 2013 and be dissolved upon completion of a first draft of the General Plan, expected in May 2015. It will meet one or two times each month. Staff anticipates that meetings will occur on Thursday evenings, tentatively scheduled between 7-9 PM.

Eight of the fifteen GPWG members will be appointed by existing City commissions as follows:

- 3 Planning Commissioners
- 1 Architectural Heritage and Landmarks Committee Member
- 1 Design Review Board Member
- **1 *Economic Vitality Commissioner***
- 1 Housing and Redevelopment Commissioner
- 1 Beautification Advisory and Code Enforcement Commissioner

These commissioners will act as liaisons to their respective commissions. The other seven members will be appointed by the City Council on September 10, 2013 from the list of volunteers who submit applications.

#### **RECOMMENDATION**

After nomination by the Commissioners in attendance, staff recommends appointment of an Economic Vitality Commissioner to the General Plan Working Group.

#### **ATTACHMENT**

- A. General Plan Working Group Ground Rules

# ATTACHMENT A

## City of Vallejo General Plan Working Group Roles, Responsibilities, Rules and Procedures “Ground Rules”

### What is a General Plan Working Group (GPWG)?

The General Plan Working Group (GPWG) is a 15-member committee established by the City of Vallejo to assist the City in the revision of its General Plan. The GPWG will serve as one of the primary channels for the community to make recommendations to the City Council on the new General Plan.

The purpose of the GPWG is to provide recommendations to City Staff and to the consultant team regarding strategic milestones in the process (Guiding Principles, Land Use Plan, Focus Areas, etc.). Another crucial function of the GPWG is to assist in the formation of City goals. What do people say they want in their City? How can this be translated into a set of compatible, consistent, long and short-range City goals? Through its recommendations the GPWG can help make these goals a part of the decision-making process, recognizing that the determination of what items are included in the General Plan ultimately rests with City Council.

Participation by members appointed to the GPWG is temporary; the roles and responsibilities of its members will terminate 20 months from appointment, or with City Council adoption of the Draft General Plan, whichever date comes first.

### **GPWG MISSION STATEMENT-** To assist the City and its consultants to:

- Engage the community;
- Listen to community ideas and input on alternative approaches to land use;
- Evaluate those alternative approaches selected;
- Make recommendations on an updated comprehensive General Plan/Zoning Code that addresses future challenges.

**GENERAL PLAN WORKING GROUP MEMBERS:** The GPWG shall consist of fifteen (15) Members to be appointed as follows:

Appointed by the City Council:

- Seven (7) Citizens At-large

Appointed by members of the following Boards and Commissions:

- Three (3) seated Planning Commissioners
- One (1) seated Architectural and Historic Landmarks Commissioner
- One (1) seated Design Review Board
- One (1) seated Economic Vitality Commissioner
- One (1) seated Housing and Redevelopment Commissioner
- One (1) seated Beautification Advisory and Code Enforcement Commission

Should a Committee member leave his or her member commission, their respective Commission or Board shall replace him or her. If a Community At-Large representative resigns his/her position on the GPWG, the position shall remain vacant unless directed otherwise by the City Council.

**Criteria:**

- Members must be 18 years of age or older
- Members must reside within the Vallejo City limits
- Elected officials are not eligible to apply
- Members shall serve at the pleasure of the City Council in an advisory capacity to staff, the project consultants and City Council.

**TERM OF MEMBERS:** Members are expected to serve for 20 months or upon its endorsement of a Draft Plan document to be forwarded to the Council and Planning Commission (whichever comes first), unless extended by the City Council.

**CLEAR AND TIMELY COMMUNICATION:** Every participant is responsible for communicating his or her position on issues under consideration. Each participant is also encouraged to clearly state their intentions and concerns at the earliest possible time in the course of the discussions.

**INFORMATION SHARING:** Relevant information plays 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 group as a whole, such information should be provided to City Staff at least 72 hours prior to any scheduled meeting to allow for duplication and/or distribution prior to the meeting.

**E-MAIL COMMUNICATION:** Electronic communications shall be guided by the same general protocols for communication, problem solving and negotiation that are followed when the group is in general face-to-face sessions. All email correspondence shall be directed through the GPWG Chair and City Staff at least 24 hours in advance of meetings if possible. Avoid emailing or phone calls that could possibly result in a "serial communication" that could violate the Brown Act.

**Participant Roles:**

**City of Vallejo Role:** The City of Vallejo will rely on the decisions of the GPWG to provide direction for the document that is responsive to neighborhood and community goals, conditions and aspirations.

1. **Group Roles & Responsibilities:** The following points are offered as examples of behavior consistent with constructive dialogue, mutual respect and a commitment to collaboration:
  - a. Offer respect for different viewpoints and attention when others speak.
  - b. Share the responsibility of ensuring the success of the process and the quality of recommendations.
  - c. Make a good faith effort to work towards reaching an agreement.
  - d. 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.
  - e. Ask questions of each other for clarification and mutual understanding.
  - f. Verify assumptions when necessary and avoid characterizing the motives of others.
  - g. Acknowledge and try to understand others' perspectives.
  - h. Stay focused on the task at hand and share airtime with others.
  - i. Refrain from distracting others through side conversations; silence all cell phones during meetings.

- j. Concentrate on the content of discussions and allow the Chair to focus on how to promote productive discussion.
2. **Subcommittees:** When the Chair determines that a specific topic or agenda item requires a higher level of analysis and focus than allowed for during its meetings, it may appoint a Subcommittee to address specific information needs, refine options or resolve differences of opinion outside of its regular meetings. Subcommittees are not empowered to make decisions in place of the group as a whole, but rather to frame and refine issues and information needs for resolution by the GPWG. Subcommittee must number fewer members than a quorum of the full GPWG. Subcommittees are "opportunistic" and "ephemeral" groups in that they exist only as long as it is necessary for them to accomplish their task.
3. **City Attorney:** Specific legal issues are to be directed through City Staff for a response from the City Attorney.
4. **The Chair and Vice Chair:** The Chair, Vice-Chair, or other duly authorized GPWG member shall speak for the Committee at any applicable non-GPWG public hearing or other meeting as authorized by the GPWG. Individual members of GPWG not so designated, who do testify at a public hearing or other meeting, shall clearly identify themselves as speaking individually as a member of GPWG, and shall clearly indicate that they are not authorized to speak for the full committee.

**DECISIONS:** Agreement on agenda items should be reached by consensus where possible. Disagreements between participants will be regarded as problems to be solved rather than arguments to be won. Where important differences arise, a vote will be taken.

**Absence when Decisions are made:** When members cannot attend a meeting of the GPWG, they should communicate their views to the Chair prior to that meeting; however members must be present to vote on decisions. Three (3) consecutive unannounced absences or five (5) consecutive absences by a member shall be grounds for dismissal from the GPWG.

**AGENDAS:** The Consultants, with assistance from City staff, will prepare each agenda and consult with the GPWG Chair. Any issue or topic not on the agenda, when raised by a GPWG member, will be placed in an "issue bin" during the meeting. The Chair will address bin items at the end of the meeting and determine whether to calendar specific items for future meetings.

**BROWN ACT:** The meetings of the GPWG are subject to the Ralph M. Brown Act, which sets standards for public notice as to meeting time, date, and location, as well as items to be discussed and opportunities for public comment.

**TIME AND PLACE OF MEETINGS:** The time and frequency of the GPWG meetings is yet to be determined, but shall be established as needed in accordance with the time table for completion of their work. Unless otherwise specified, GPWG meetings will be held at City Hall, 555 Santa Clara Street, Vallejo, California.

**COMPENSATION:** None.

**APPLICATION SUBMITTAL:** Applicants shall submit application to the Vallejo City Clerk, 555 Santa Clara Street, Vallejo, CA 94590. Telephone number is (707) 648-4527; email is [dabrahamsom@ci.vallejo.ca.us](mailto:dabrahamsom@ci.vallejo.ca.us).