Martinez General Plan Update Task Force
Meeting #1 Summary

Wednesday, June 30, 2010
6:30 pm - 9:00 pm
City Council Chambers / Martinez City Hall

Task Force Members in Attendance

Donna Allen
Scott Busby
Victor Carniglia, Chair
Marshall Cochrane
Earl Dunivan Jr.
Jenny Fitzgerald, Vice-Chair
Linda Meza
Cynthia Murdough
Cindy Nuse
Donald Pallotta
Leanne Peterson
Denise Sanchez Cannon
Igor Skaredoff
Mark Thomson
George Vetek
Jenny Ward
Jan Weiss
Chris Wills

Task Force Members Absent

Jeff Keller

City Representatives and Consultant

Mayor Rob Schroder
Veronica Nebb, Assistant City Attorney
Terry Blount, AICP, Planning Manager
Jeffery Baird, AICP, Consultant

Meeting Purpose and Agenda

The purposes of the first meeting of the General Plan Update Task Force (GPUTF) were to: (1) review the City Council's directions for the General Plan and the charge to the Task Force; (2) review background material on the General Plan with City staff, the Assistant City Attorney, and the consultant; (3) provide an opportunity for Task Force members to get to know one another; (4) discuss the approach for Task Force meetings; and (5) review the roles, responsibilities, and the process and schedule for the City's General Plan update. The public was provided an opportunity to comment on all items towards the end of the meeting. Below is the agenda for the meeting.

General Plan Update Task Force

City of Martinez General Plan Update Task Force

SUMMARY OF TASK FORCE MEETING #1

Wednesday, June 30, 2010
6:30 pm - 9:00 pm
City Council Chambers / Martinez City Hall

Outcomes: Review the City Council's directions
Get to know one another
Review background material on the General Plan
Discuss the approach for Task Force meetings
Review roles, responsibilities, and the General Plan process and schedule

6:30 pm **I. Welcome and Review of Meeting Purpose**
A. Welcome by the Mayor and Review of the City Council's Directions for the Task Force
B. Review of the Purpose of Meeting #1 and Agenda Overview
C. Introductions and Check-in with Committee Members *(name, any time Constraints for the meeting, etc.)*

6:50 pm **II. Overview of the General Plan**
A. Staff and Consultant Presentation *(background on general plans, State law requirements, overview of the Martinez General Plan Update process, etc.)*
B. Task Force Questions of Clarification

7:30 pm **III. "Telling Our Stories" (Homework #1)**
A. Staff and Consultant Overview *(please see Homework #1)*
B. Task Force Members Introductions and Background

8:15 pm **IV. Task Force Discussion – What Makes a Great Meeting?**
A. Staff and Consultant Overview *(roles and responsibilities of Task Force members, conduct of Task Force meetings, etc.)*
B. Task Force Discussion

8:35 pm **V. Next Steps in the General Plan Process and Outreach**
A. Staff and Consultant Overview *(near-term Task Force meetings, schedule, outreach activities, etc.)*
B. Task Force Questions of Clarification and Discussion

8:45 pm **VI. Public Comments on All Items**

8:55 pm **VII. Summary and Next Steps**
A. Summary of the Meeting and Review of Next Meeting Topics
B. Evaluation of the Meeting

9:00 pm **Close**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Laura Austin at (925) 372-3523, or Fax to (925) 372-0257. Notification at least 48 hours prior to the meeting will enable the City to make reasonable accommodation to help insure accessibility to this meeting.

Mayor Schroder opened the meeting by welcoming the Task Force members and providing an overview of the City Council's charge to the Task Force. The charge to the Task Force from the City Council and the role and responsibilities of the Task Force Chair and Vice-Chair are below:

*"**City Council Charge to the General Plan Update Task Force***
Through a well-managed, open process, to be completed within the timeframe establish by the City Council in the General Plan Work Program (and subsequent periodic check-ins during the process), review and provide direction on materials produced for the update of the City of Martinez General Plan. The intent of the update is to provide an up-to-date, clear, useful, and strategic guide for City decision-making that is consistent with State law requirements. The charge to the General Plan Update Task Force is to:

- ***Be Informed, Collaborative and Solution Oriented.*** *Attend all meetings and serve as representatives of the broader community in balancing various interests in the community in meeting the community's goals.*

- ***Engage the Community in the Discussion of Issues and Opportunities.*** *Actively engage the community in a constructive dialogue of General Plan concerns and possible strategies, and assist in educating the community about the General Plan. This may include participation in community workshops and outreach to various groups in the community.*

- ***Undertake the Work Efficiently.*** *Complete the Task Force's work up through release of the Draft General Plan within the timeframe prescribed by the City Council.*

Chair and Vice-Chair Responsibilities

1. *Make sure everyone is heard and nobody dominates.*
2. *Encourage bold solutions, not just consensus agreements.*
3. *Keep the meeting moving, in coordination with the meeting facilitator, so that there is resolution of issues.*
4. *Facilitate Task Force agreements throughout the process, and assure efficiency in the Task Force's need for analysis and discussion.*
5. *Allow observers, at the invitation of the co-chair or facilitator, and as identified on the agenda, to speak briefly during the meeting.*
6. *Work with staff in developing the meeting agenda and implementing meeting protocol.*
7. *Represent the Task Force to the community, media and at public meetings.*
8. *In the absence of the Chair, the Vice-Chair will assume all responsibilities of the Chair."*

Initial Parts of the Meeting

Following the welcome by the Mayor, the agenda for the meeting and the meeting purpose was reviewed with the Task Force. Terry Blount and Jeff Baird provided an overview of the General Plan process and approach. Veronica Nebb, Assistant City Attorney, then reviewed the legal requirements for a General Plan. Materials were provided to the Task Force in the form of "Fact Sheets" on general plans and projections for Martinez by the Association of Bay Area Governments (ABAG) to supplement the presentation. The Task Force requested additional information on Affordable Housing, SB 375/AB 32, the City's current General Plan and Area Plans, the Downtown Specific Plan, the updated Housing Element, and the General Plan Work Program. The General Plan Work Program provides an overview of the reasons for the General Plan update, which was also requested by the Task Force.

A "Homework Assignment — My Story" was sent out to the Task Force requesting members to prepare a short presentation about themselves for fellow General Plan Update Task Force members. The purpose of each member of the Task Force telling "My Story" was to provide a chance for everyone to get to know one another, to share their expertise, interests, and skills, and to tell why they want to serve on the General Plan Update Task Force. All of the Task Force members present at the meeting had a chance to speak.

Task Force Discussion

The Task Force discussion focused primarily on how to best run the meetings and considerations for outreach to the community. The discussion was recorded on a large wall-graphic, which has been reduced and included on the last page of this meeting summary. Below is a summary of Task Force comments.

(1) Recognize that our challenge will be how to get people to workshops. We may want to think

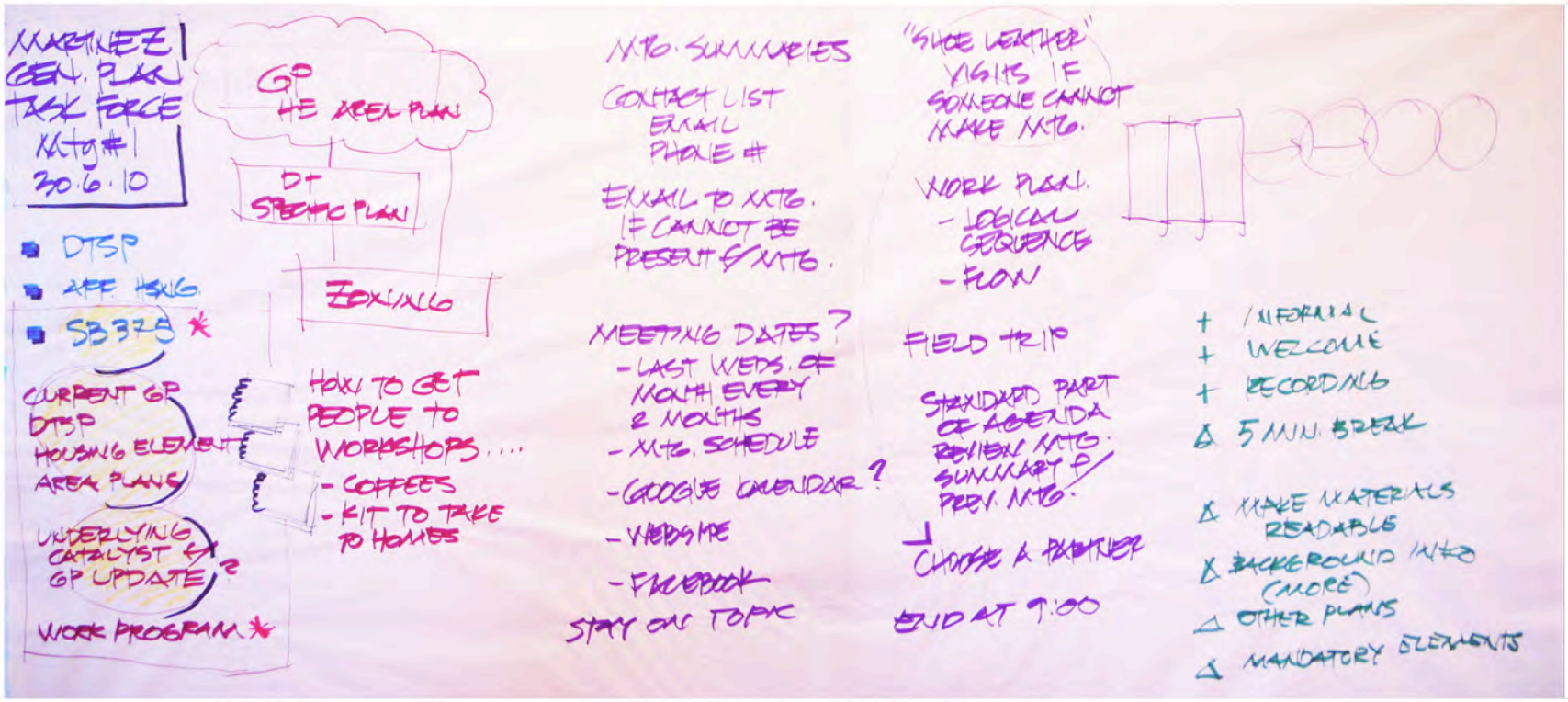
about holding "coffees" and providing a feedback/comment "kit" to take to peoples' homes.

(2) Provide meeting summaries and have as a standard part of every agenda a review of the meeting summary from the previous meeting.
(3) Provide a Task Force contact list – with name, email and phone numbers.
(4) Make sure each Task Force members knows to email or call Terry Blount if you cannot be present at the meeting.
(5) Schedule the meeting dates to be the last Wednesday of the month, every two months, unless special circumstances require a change.
(6) Provide a meeting schedule and possibly use Google calendar, posting on the City's website, and possibly use of Facebook to publicize meetings.
(7) Make sure we stay on topic at meetings and do not waste time.
(8) Establish Task Force "partners" who other members of the Task Force can call if they cannot attend a meeting.
(9) Make sure the Work Plan and schedule has a logical sequence and flow.
(10) Organize a Field Trip (City tour) for the next meeting.
(11) End meetings at 9:00 pm.
(12) Record meeting comments.
(13) Provide for a 5 minute break in the middle of Task Force meetings.
(14) Make sure all materials are easily readable.
(15) Provide background information on topics.
(16) Review other plans that have been adopted by the City, including all area plans.

Next Meeting Topics

In addition to the Tour of the City, the consultant reviewed the items for discussion at the Task Force's next meeting. These items include:

(1) Finish telling "My Story."
(2) Debriefing from the tour of the City.
(3) Task Force meeting guidelines.
(4) Meeting schedule and community outreach approach.
(5) Task Force partners.



Martinez General Plan Task Force Meeting #1
Wall-Graphic Recording of Meeting Comments
June 30, 2010