

CITY OF PETALUMA, CALIFORNIA

MEMORANDUM

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DATE: November 20, 2007

TO: Development Code Advisory Committee

FROM: Mike Moore, Community Development Director

SUBJECT: Sub-Committees

At the last Development Code Advisory Committee meeting, the Committee discussed and supported the proposal that for specific topic areas, the Committee could form sub-committees that would then report on their efforts to the entire Committee and, thereby, speed the work of completing the new Development Code. Based on the discussion from the last Committee meeting and the subsequent Joint Study Session of the City Council, Planning Commission, SPARC and Historic SPARC, staff has identified 5 topic areas that would benefit from the immediate formation of a sub-committee: Mandatory Green Building, Hillside Protection, Tree Preservation, Decision-Making Roles and Responsibilities and Development Standards (uses, setbacks, minimum lot dimensions, heights, etc.).

Mandatory Green Building, Hillside Protection, Tree Preservation

These three topics were selected by the City Council as priorities for the Development Code process. Based on discussions at the last Advisory Committee meeting, staff felt that it would be possible to complete work on new regulations for these topics in time to include them as part of the Implementing Ordinance. Creation of a sub-committee for each topic will facilitate that work; and, especially for Green Building and Tree Preservation, there are already potential sub-committee members available (in addition to interested Advisory Committee members) through the City "Green Team", the Green Program Stakeholder's Group and the City's Tree Committee, respectively.

Given the timing for the completion of the Implementing Ordinance (see the cover memo and attachments for that agenda item), it may only be possible to focus on the most critical regulatory elements of the topics for the Implementing Ordinance and then follow through with subsequent details as part of the new Development Code.

Decision-Making Roles and Responsibilities

This is a topic that was raised at the October Joint Study Session of the City Council, Planning Commission, SPARC and Historic SPARC. The attached "Roles and Responsibilities Matrix" that was presented at the Joint Study Session is the basis for this discussion. The recommendation coming out of the Joint Study Session was the members of the City Council, Planning Commission, SPARC and Historic SPARC that sit on the Advisory Committee comprise the core of this sub-committee.

This is not an issue that needs to be resolved to be included in the Implementing Ordinance, so it does not have the same time constraints that the other sub-committees will be operating under.

Development Standards

This sub-committee would look in more depth at the proposed Use Tables and Development Standards Tables (see attachments for the Implementing Ordinance agenda item) that would be included not only in the Implementing Ordinance, but also in the new Development Code. For this sub-committee it is important to keep in mind the intent of the Implementing Ordinance to not create dramatic new regulatory policy. As such, this would be a sub-committee that may find it necessary to recommend some minor modifications to the proposed tables for inclusion in the Implementing Ordinance, but then have the latitude to propose more substantial changes, if necessary, through the new Development Code update. We would anticipate that the composition of this sub-committee would come entirely from Advisory Committee members.

Sub-Committee Structure

Staff is not proposing any minimum or maximum number of participants for any sub-committee. Our preference at this point is accommodate all who may be interested, with the following considerations:

- 1) the sub-committee should not be so large as to become unwieldy and lose its effectiveness to act in a timely manner;
- 2) individual Advisory Committee members who may be interested in more than one topic area should think carefully about time and sub-committee work commitments and be mindful of “overbooking”. Remember that all of the work of the sub-committees will come back before the full Advisory Committee for final discussion and recommendations;
- 3) to the extent possible, we would prefer to schedule sub-committee meetings during regular business hours, but at a time convenient to the sub-committee members.

Primary responsibility for all sub-committee meeting logistics and administration will rest with Community Development staff, as follows:

Mandatory Green Building – Phil Boyle

Hillside Protection – Kim Jordan, Evan Kishineff

Tree Preservation – George White

Decision-Making Roles and Responsibilities – Irene Borba, Tiffany Robbe

Development Standards – Kim Jordan

Even though we are not proposing a full Advisory Committee meeting in December, we would expect that the sub-committees will be able to find a time to meet during that month. As part of the sub-committee discussion on November 20, we will solicit possible meeting dates and times once we know who from the Advisory Committee will be participating on which sub-committees.

These are only the initial sub-committee needs and the opportunity to create and participate in other specific topic sub-committees will continue to evolve with the process. That is another reason why the sub-committees will need to do their work as quickly as possible, so that new sub-committees can reform in timely way to address new issues.