



## M E M O R A N D U M

DATE: March 17, 2009

TO: Community Planners' Committee – Community Plan Preparation Manual Subcommittee

FROM: Sara Lyons, Senior Planner, City Planning & Community Investment

SUBJECT: Community Plan Preparation Manual

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I would first like to thank each of you for participating on the Community Plan Preparation Manual subcommittee. Each month you were prepared and provided valuable insight. Since the subcommittee meeting in February, I have discussed your final comments with department management and the final draft of the Community Plan Preparation Manual is attached to this memorandum. Based on the feedback I received from Landry Watson and Jim Varnadore we were able to make a few edits based on the subcommittee comments. I have also provided a response to those edits we were not able to make.

### Edits based on Subcommittee Comments

Based on the edits submitted, we will be making the following modifications:

#### *Community Planning Groups/Community Plan Update Advisory Committee*

Planning staff manages the community plan update process and the recognized community planning groups serve as **the** major partner in the process. (Page 10)

This committee may be a subcommittee of the community planning group or formed as a separate committee **by the City in consultation with the CPG.** (Page 10)

#### *Inter-department Collaboration*

Added sentence: **Planning staff should brief the various staff involved on the vision and goals determined through the community plan update process.** (Page 10)

### Response to Subcommittee Comments

At this time, the department is unable to support Community Planning Group (CPG) “veto” rights over non-CPG seats on the Community Plan Update Advisory Committees. Community Plan Update Advisory Committee seats are comprised of a CPG majority with additional seats reserved for other interested community persons. The CPG may provide input on the

composition of the CPUAC seats. The non-CPG seats will be selected by either a lottery monitored by CPCI or by council member appointment.

The subcommittee has expressed concern that consultants may be selected that harbor grudges against a community or have a conflict of interest within the community. CPCI would like to assure the subcommittee members that it is our intent to hire consultants who respect the public process and offer quality professional experience to the plan update process. CPCI believes that the selection process established by Purchasing & Contracts Department provides the checks and balances needed to select impartial and ethical consultants. In addition, CPCI is providing CPGs the opportunity to participate on the selection panel for the primary consultants as a way to provide input on this aspect of a community plan update. There are legal confidentiality and competitive contracting procedures that would not support a public "veto" process. In addition, the Scope of Work is an aspect of the legal contract developed and administered by CPCI. If there are specific items that the community would like to suggest be included in the scope, this information should be relayed to CPCI staff.

Other Edits Suggested by Staff

*Community Plan Update Advisory Committee*

The Community Plan Update Advisory Committee **may be** an advisory subcommittee of the community planning group... (Page 17)

Historic Resources staff provided comments on Chapter 5. I have included an attachment with these edits in strikeout/underline so you are aware of the changes. I have gone ahead and accepted these edits for the final draft provided to CPC.

Thank you for your time and dedication. I appreciate having had the opportunity to work with you.



Sara Lyons  
Senior Planner

SEL

Attachments:

1. Final Draft of the Community Plan Preparation Manual March 2009
2. Historic Resources Staff Edits to Chapter 5

cc: Mary Wright, Deputy Director  
Nancy Bragado, Principal Planner