

Technical Advisory Committee Agenda
May 13, 2009
12:00 noon to 2:00 p.m.
Development Services Center / City Operations Building
1222 First Ave, San Diego, CA 92101
4th Floor Training Room

<u>Group Represented</u>	<u>Primary Member</u>	<u>Alternate</u>
Accessibility	<input type="checkbox"/> Mike Conroy	<input type="checkbox"/> Connie Soucy
Accessibility	<input type="checkbox"/> Cyndi Jones	<input type="checkbox"/> Connie Soucy
AGC	<input type="checkbox"/> Brad Barnum	<input type="checkbox"/> Mike Dunbar
AIA	<input type="checkbox"/> Kirk O'Brien	<input type="checkbox"/> Kevin Pollem
AIA	<input type="checkbox"/> David Pfeifer	<input type="checkbox"/> John Ziebarth
ASLA	<input type="checkbox"/> Steve Halsey	<input type="checkbox"/> Stephen Copley
BIA	<input type="checkbox"/> Kathi Riser	<input type="checkbox"/> Cary Lowe
BIA	<input type="checkbox"/> Scott Molloy	<input type="checkbox"/> Cary Lowe
BID Council	<input type="checkbox"/> Diana Spyridonidis	
BIOCOM	<input type="checkbox"/> Faith Picking	
CELSOC	<input type="checkbox"/> Rob Gehrke	<input type="checkbox"/> Mike Slawson
Chamber of Commerce	<input type="checkbox"/> Mike Nagy	
EDC	<input type="checkbox"/> Ted Shaw	<input type="checkbox"/> Tony Olekson
In-Fill Developer	<input type="checkbox"/> Michael Galasso	<input type="checkbox"/> James Barone
NAIOP	<input type="checkbox"/> Buddy Bohrer	<input type="checkbox"/> Craig Benedetto
Permit Consultants	<input type="checkbox"/> Brian Longmore	<input type="checkbox"/> Barbara Harris
Small Business Advis. Bd.		<input type="checkbox"/> Warren Simon
Sustainable Energy Advis. Bd.	<input type="checkbox"/> Alison Whitelaw	
LU&H Liaison (non-voting)	<input type="checkbox"/> Stephen Hill	

- 1) **Announcements**
- 2) **Approval of Minutes**
- 3) **Public Comment on Non-Agenda Items**
- 4) **Discussion/Action**
 - A. Fee Study (Informational/Discussion) - Kelly Broughton (30 minutes)
 - B. Process Committee: BPR Recommendation (Informational) - Kelly Broughton/Jeff Strohminger (30 minutes)
 - C. Accessibility (Informational) - Kelly Broughton (5 minutes)
 - D. TAC By-laws (Action) - Kathi Riser (10 Minutes)
 - E. Affordable Housing Parking Study TAC Participation (Action) - Kelly Broughton (15 minutes)
- 5) **Items for next TAC Meeting / Agenda**
- 6) **Future Agenda Items**
 - Chamber Housing Action Plan
 - Initiative for Accessible Housing
 - Managed Competition
 - City Parking Study/SANDAG Parking Study
- 7) **Adjourn – next meeting Wednesday, June 10, 2009 or July 15, 2009?**

TAC Mission: “To proactively advise the Mayor and the Land Use and Housing Committee on improvements to the regulatory process through the review of policies and regulations that impact development. And to advise on improvements to the development review process through communications, technology and best business practices to reduce processing times and improve customer service. And to advocate for quality development to meet the needs of all citizens of San Diego.”

Proposed Revisions
**Committee on Land Use and Housing's
Technical Advisory Committee (TAC) Procedures**
Adopted ~~July 12, 2006~~ May 13, 2009

I. Meetings

A. Conduct of Meetings

Except as otherwise specifically noted herein, Robert's Rules of Order shall apply to the conduct of Technical Advisory Committee meetings.

B. Date and Time

Meetings of the Technical Advisory Committee generally occur on the second Wednesday of each month, except as adjusted for holidays or other reasons. It is expected that meetings will generally begin at 12:00 PM and end by 2 PM.

C. Committee Purpose and Management of Agendas

The Technical Advisory Committee's purpose is to advise the Land Use and Housing Committee on improvements to the development review process, using communication, technology and best business practices to reduce processing times and better serve the customers and citizens of San Diego. This role includes numerous diverse responsibilities. Committee members are appointed to serve in a completely voluntary capacity. In order to ensure continued quality of life for individual Committee members and to strive for reasonable agendas, the Committee staff shall manage each month's agenda so that the number of items scheduled can be reasonably expected to be heard by the Committee within the time allotted for meetings. On occasion, the necessary business of the Committee may lend itself to additional or prolonged meetings, but these instances shall be kept to a minimum and shall follow the procedures below.

D. Special or Extended Meetings

The Committee may set additional special meetings, cancel meetings or extend the length of current or future regular meetings, as needed, based on the affirmative vote of a majority of the Committee members present at the meeting where the motion is made. The length of an upcoming Committee meeting may also be extended by staff, with the agreement of the Committee Chair, prior to the preparation of the meeting's agenda and with appropriate notification to Committee members.

E. Membership

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Members appointed to the Committee shall be representatives from organizations and from constituencies that are regular customers of the Development Services Department.

E. Committee Member Attendance

Technical Advisory Committee members are expected to attend all regular and special Committee meetings, and meetings of subcommittees to which a Committee member is appointed. Committee members ~~are encouraged to~~ may notify staff of expected absences prior to meetings ~~if possible~~ to be considered an excused absence. Any Committee member who finds his or herself unable to attend meetings on a regular basis should re-consider his or her ability to serve on the Committee.

If a member has two consecutive unexcused absences, three unexcused absences in one year, or four total absences in one year, the member and/or his or her organization will be notified that they are subject to removal from the committee, and that a new representative should be selected.

F. Recusals and Abstentions

Any Technical Advisory Committee member may abstain from voting on an action of the Committee after stating the reason for the abstention in discussion before the vote occurs. Recusals for reasons of conflicts of interest should be stated during the appropriate time on the agenda, but in no case after a motion on a Committee action has been made and seconded.

G. Quorum

A minimum of seven members of the Committee shall be required to convene a regular or special meeting. All actions of the Committee shall be approved by vote of a simple majority of the members present.

H. Presentation Time Limits

Presentations by members of the public to the Technical Advisory Committee shall be limited to three minutes for individual speakers, and eight minutes per side for organized presentations. These times may be adjusted by the Committee Chair based on the length of the agenda, complexity of the item and/or the number of submitted speaker slips.

II. Business of the Committee

A. Reconsiderations

Reconsideration of Technical Advisory Committee votes may take place in accordance with Robert’s Rules of Order and these procedures.

B. Technical Advisory Committee Recommendations to Decision-Makers

When the Technical Advisory Committee is taking action on a recommendation to a decision-maker, the Committee shall make a recommendation on only those aspects of the matter that relate to the Committee’s purpose.

III. Subcommittees

A. Establishment

TAC may establish subcommittees to further the efficient conduct of business as necessary.

B. Standing Subcommittees

Standing subcommittees that meet one or more times per month may include Process/[Technology](#), Access, Customer Service, [Sustainability](#), [Policy](#) and [TechnologyBudget](#). Standing subcommittees generally provide input to staff and make recommendations to the Committee.

C. Ad Hoc Subcommittees

Ad hoc subcommittees may also be established on an as-needed basis. Ad hoc subcommittees may be a stand alone subcommittees of the Committee, combined subcommittees including representation from other agencies, or subcommittees of other agencies with Committee representation by one or more Committee members. Ad hoc subcommittees typically provide the Committee with recommendations related to the purpose for which the subcommittee was established

E. Membership & Appointments

Membership on the standing subcommittees shall strive to match expertise and interests to the extent possible, but shall also strive to allow maximum participation by Committee members. The minimum number of Committee members appointed to any standing subcommittee shall be three, and the maximum shall be six. [Appointees may be from the general public if they bring special expertise.](#) Appointments to the standing subcommittees, including chair appointments, shall be made once a year, or as vacancies occur, and ratified by a majority vote of the Committee at the next available meeting.

IV. Administrative Matters

A. Annual Report

An annual report shall be prepared on behalf of the Committee by staff outlining TAC accomplishments and TAC work program elements.

B. Chair Represents Committee

The Chair of the Committee may represent the full Committee at meetings where the Chair identifies his or herself as speaking on behalf of the Committee.

V. Administration of Procedures

A. Amendments

Amendments to these procedures shall be by majority vote of the Committee.

B. Review Process

The Process Subcommittee shall review proposed amendments to these procedures and make a recommendation prior to consideration by the full Committee.