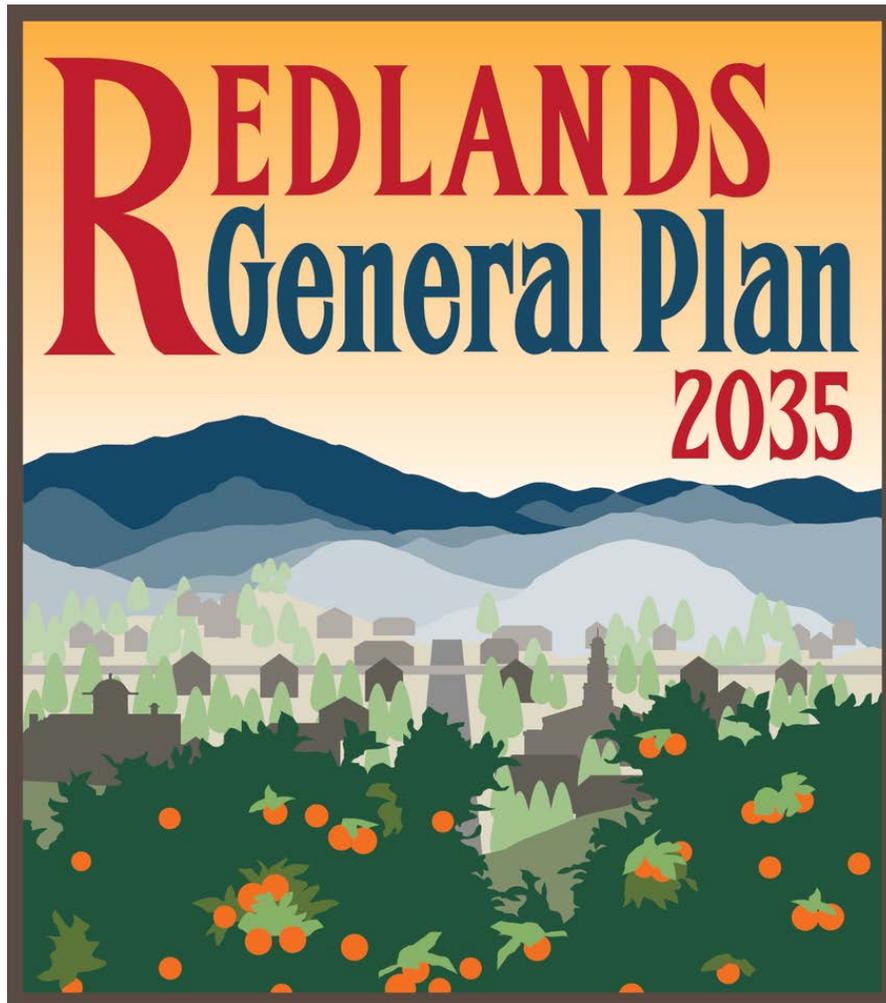


# Redlands General Plan

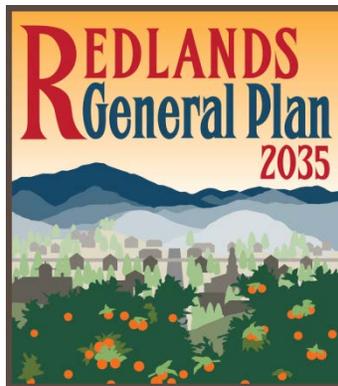
Steering Committee

Information Packet



# Table of Contents

<b>Email Contact List</b>	<b>1</b>
<b>Meeting Procedures</b>	<b>3</b>
<b>Schedule</b>	<b>11</b>
<b>Contents of Flash Drive</b>	<b>13</b>
<b>Presentations</b>	<b>15</b>





## Email Contact List

Primary Representatives		
Name	Representing	
Jon Harrison	City Council	
John James	City Council	
Carol Dyer	Planning Commission	
Ken Jeske	Planning Commission	
Dennis Christensen	Arts and Culture	
Patrick Meyer	Business and Real Estate	
Kenneth Morse, Jr.	Education	
Terry Vines, Jr.	Historic Resources	
Sherli Leonard	OpenSpace and Agriculture	
Roy Cencirulo	Parks and Trails	
Eric Shamp	Downtown	
Ruth Cook	The Colony	
Christine Roque	Lugonia	
Shirley Harry	Highland-Canyons	
Anna Marie Jaiswal	West End	
Deborah Forthun	University District	
Rosa Gomez	East Valley	
Jordan Henk	Mentone	
Robert Knight	Crafton	
Alternate Representatives		
Name	Representing	
Patrick Wallis	Planning Commission	
Janet Korfmacher	Arts and Culture	
J. Montgomery Dill	Business and Real Estate	
Reyes Quezada	Education	
Donn Grenda	Historic Resources	
Shellie Zias-Roe	Open Space and Agriculture	
Joe Gonzales	Parks and Trails	
John Montgomery	Downtown	
Daniel Cozad	The Colony	
Andrea Nieman	Lugonia	
Michael Gallagher	Highland-Canyons	
Gary Miller	West End	
Judith Ashton	University District	
Steven Wuhs	East Valley	
John Hallen	Mentone	
	Crafton	

<b>Staff</b>		
<b>Name</b>	<b>Representing</b>	
Oscar Orci	Development Services	
Troy Clark	Development Services	
Joni Mena	Development Services	

# Meeting Procedures

## MEETING PROCEDUES FOR THE GENERAL PLAN STEERING COMMITTEE OF THE CITY OF REDLANDS

### I. PURPOSE

These Meeting Procedures are adopted for the purpose of providing for the orderly and effective conduct of meetings of the General Plan Steering Committee (Committee), with full and reasonable opportunity for public participation consistent with the Ralph M. Brown Act (Government Code §54950, *et seq.*; hereafter the "Brown Act").

### II. ROLE

#### A. Role of the Committee

The role of the Steering Committee is to serve in an advisory capacity for the General Plan update. The recommendations of the Committee will be forwarded to the Planning Commission and City Council for their review and deliberation. The duties of the Committee members are to bring perspective to the update process; review and comprehend background data and information; consider the opportunities and challenges facing the City; discuss proposals and alternatives; provide thoughtful input; make recommendations to the approving authorities; pass knowledge to the community, and collaborate with fellow committee members in a respectful and considerate manner.

#### B. Appointments and Term

Members of the Committee and alternates are appointed by City Council. The Committee will serve from July 1, 2015 until July 1, 2017, or until the General Plan has been adopted unless extended by action of the City Council.

#### C. Presiding Officer

The Committee shall elect from its membership a Presiding Officer and a Vice-Presiding Officer at its first meeting. The Presiding Officer shall preside at all meetings of the Committee. The Vice-Presiding Officer shall preside at meetings in the absence of the Presiding Officer.

### III. MEETINGS

#### A. Open Meetings

All meetings of the Committee shall be conducted consistent with the Brown Act and shall be noticed, posted and open to the public, except for such closed sessions as are authorized by law. To the extent of any conflict between the Brown Act and these Meeting Procedures, the Brown Act shall apply.

#### B. Meeting Schedule

A schedule of meetings will be provided to the Committee for the duration of the project. This schedule may be amended throughout the process as the need arises for more or fewer meetings.

#### C. Meeting Place

All meetings shall be held in a suitable location as determined from time to time by the Committee. The location shall be specified on the agenda for each meeting and shall be noticed and posted in accordance with the Brown Act.

#### E. Adjourned Meetings

The Committee may adjourn any meeting to a time and place specified in the order of adjournment. A copy of the order or notice of adjournment shall be posted in accordance with law.

#### F. Quorum; Lack of Quorum

1. Quorum: Ten (10) Committee members present and qualified to act shall constitute a majority of members and be a quorum for the transaction of business at meetings.
2. Lack of Quorum:
  - a. In the absence of a quorum not known prior to a scheduled meeting, any Committee member may adjourn the meeting or postpone any business to a later time, provided that twenty (20) minutes shall have elapsed after the hour set for such meeting.
  - b. If staff is aware of a lack of a quorum prior to the meeting, staff shall notify each Committee member and shall post a notice at the entrance to the meeting places stating that the meeting has been cancelled.

#### **IV. CONDUCT OF BUSINESS**

##### **A. Agenda Formulation**

Agendas shall be prepared by staff and shall consist of items requiring consideration by the Committee. In addition, an item may be listed on a future agenda if requested by majority vote of members of the Committee, provided such item is within the jurisdiction of the Committee. The agenda shall include: (1) Identification of each item of business to be transacted or discussed during the public session; and, (2) A specific identification of the types of any matters to be considered in closed session, including any specific information required by the Brown Act regarding any matter to be heard in closed session.

##### **B. Agenda Posting**

Staff shall have and make available for public inspection and copying, and publicly post, an agenda for each regular meeting not later than 72 hours preceding the commencement of the meeting. All agendas shall be posted and noticed consistent with the Brown Act. Special meetings require posting of the agenda 24 hours in advance, but only matters appearing on the agenda may be discussed at a special meeting. In very limited circumstances, the Committee can call an emergency meeting to address matters concerning work stoppage, or a crippling disaster that impairs public health, safety or both. Emergency meetings shall be noticed as required by the Brown Act. No closed sessions are permitted at emergency meetings. Materials will be provided to the committee members and be available for the public one week prior to the meeting.

##### **C. Action on Off-Agenda Matters**

The Committee shall not take action on an item of business which does not appear on the posted agenda for a regular meeting except as authorized by subparagraphs "(1)", "(2)", or "(3)" of subdivision "(b)" of Government Code Section 54954.2 and, as appropriate, following the determinations authorized by those subparagraphs. Before discussing or taking any action on off-agenda items, the Committee must first publicly identify the item, after which it can take action in the following circumstances: (1) upon a majority vote that an emergency exists; (2) upon a determination by a two-thirds vote of the Committee (12 votes), or if less than two thirds of the members are present, a unanimous vote of those present, that there is a need to take immediate action that came to the attention of the General Plan Steering Committee after the agenda was posted; or (3) the item was posted on a prior agenda previous to the date action is taken and the item was continued at that prior meeting to the meeting at which action is taken.

##### **D. Call to Order**

The Presiding Officer shall, at the appointed hour, call the Committee to order and shall take roll call of the Committee. In the absence of the Presiding Officer, the Vice Presiding Officer shall call the meeting to order and shall take the roll call of the Committee. In the

absence of both the Presiding Officer and the Vice Presiding Officer, any member shall be able to call the meeting to order and take the roll call of the Committee.

E. Public Comment

Public Comment is intended to allow the public to address the Committee on matters not listed on the agenda. The Committee shall not engage in debate regarding, or take any action on, any matter not on the agenda except to refer the matter to staff or to determine that the matter should be included on a future agenda.

F. Presentations and Comments

1. Order of Presentation

The order of presentation will be led by the Presiding Officer and shall be:

- a. Opening of the item
- b. Presentation by staff and questions from the Committee
- c. Public Comment
- d. Committee discussion
- e. Motion by the Committee and a second
- f. Committee action (vote on the motion)

2. Committee Comments and Questions

- a. The Committee may ask questions of staff or any member of the public who comments prior to the consideration of a motion.
- b. Committee members should not express opinions on the agenda item, or indicate the manner in which they intend to vote, until after the Presiding Officer has closed public comment and Committee discussion has begun.
- c. In order to facilitate Committee discussion and the asking of questions, the Presiding Officer may temporarily close public comment and allow additional public comment after such discussion and prior to final closing of public comment. The Presiding Officer shall formally close public comment prior to any motion being made, and shall take care to note whether public comment is closed on a temporary or final basis.

G. Request for Information and Limitations

1. Requests for Information

As a whole only, the Committee may request information or assistance from City staff. Individual requests are not permitted. The Committee Secretary shall record such requests and forward them for approval by the Redlands City Manager. If approved, staff will provide the requested information and assistance to the

Committee as soon as practical based upon the staff time required and the complexity of the request.

2. Limitations

The Committee shall not discuss any matter which may require future Committee action, and is not otherwise listed as an agenda item or properly before the Committee as an off-agenda item, unless it is to seek clarification, make a brief announcement, make a brief report on his or her own activities, provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting or take action to direct staff to place a matter of business on a future agenda.

H. Standards of Decorum

1. While the Committee is in session, the Presiding Officer shall preserve order and decorum. No individual present shall, either by conversation or otherwise, delay or interrupt the proceedings or the peace of the Committee or disturb any member while speaking or refuse to obey the orders of the Committee or its Presiding Officer.
2. Any person who shall become boisterous or disruptive while addressing the Committee shall be warned by the Presiding Officer of the possibility of removal from the meeting. If such disruptive conduct continues, the Presiding Officer may forthwith cause such person's removal from the meeting by the Sargent-at-Arms. In the event of a delay, interruption or disturbance, the Presiding Officer may impose a brief recess, or with the consent of the Committee continue the item or continue the meeting.

I. Manner of Addressing Committee

1. Public Comment

Persons addressing the Committee must provide their name and may provide their address for the record of proceedings. All remarks should be addressed to the Committee as a body and not to any Committee member or staff. No person, other than a member of the Committee and the person having the floor shall be permitted to enter into any discussion without the permission of the Presiding Officer. Any person addressing the Committee shall be limited to three (3) minutes, unless such time is extended by the Presiding Officer.

2. Spokesperson for Group of Persons

Whenever any group of persons wishes to address the Committee on the same subject matter, it shall be proper for the Presiding Officer to request that a spokesperson be chosen by the group to address the Committee and, in case additional matters are to be presented at the time by any member of said group, to

limit the number of persons so addressing the Committee, so as to avoid unnecessary repetitions before the Committee. The Presiding Officer may set a time limit for each side of the issue or individual comments.

3. Presentation Material

Any presentation material to be presented to the Committee should be submitted to the City staff at least 24 hours in advance of the meeting. Any audio, video graphic or similar electronically communicated material must be submitted to the staff for review at least 72 hours in advance of the meeting with a label noting the contact person and daytime telephone number. Audio, video graphic or similar electronically communicated material may be presented to the Committee at the discretion of the Presiding Officer. Any material, including but not limited to, DVDs, CDs and photographs presented to the Committee are part of the public record and will be kept by the staff in accordance with the applicable record retention schedule.

**V. OFFICIAL RECORD**

A. Preparation of Minutes

The Committee Secretary will be a member of staff of the Development Services Department. The minutes of the Committee shall be taken by the Committee Secretary, and shall be printed and kept in a permanent binder, with a record of each action taken. The Committee Secretary or designee shall be required to make a record only of actions of the Committee, and shall not be required to record remarks of Committee members, or of any other person except at the special request of a member of the Committee, provided further, that a record shall be made of the names and addresses of persons (when provided) addressing the Committee, the subject matter to which their remarks related and whether they spoke in support of or in opposition to such matter.

**VI. VOTING**

A. Majority Vote

All business requiring approval of the Committee shall be carried by a majority vote of all Committee persons who are present and qualified to act. In the event a motion on an item fails to obtain a majority vote or results in a tie vote, then no action has occurred on the item, and at the discretion of the Presiding Officer, shall require another motion or be continued. The number of motions that may be made on an item shall be at the discretion of the Presiding Officer. Once a motion has been made and seconded, discussion should be limited to clarification on the motion only. The names of those Committee members present and their vote shall be entered in the minutes. In the absence of the primary representative, the alternate representative will be able to stand in for the primary representative and vote in his or her place.

B. Conflict of Interest

1. Participation Prohibited

No Committee member shall make, participate in making or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from so doing by the Political Reform Act of 1974, as amended (Government Code Section 87100 et seq.). A Committee member shall, when the item is called, declare that a Conflict of Interest exists, state what the Conflict of Interest is, and shall disqualify and remove themselves from the room during the discussion. The Committee member's removal shall be noted on the record by the Committee Secretary, who shall also note the member's return when the item is concluded.

2. Majority Vote

Failure of a member of the Committee to vote when prohibited from doing so by the Political Reform Act of 1974 as amended shall not be considered for purposes of determining a majority vote.

**VII. COMMITTEE MEMBER MEETING ATTENDANCE POLICY**

A. Automatic Resignation for Excessive Absence

Any member of the Committee who is absent, without excuse approved by the Committee, for three (3) consecutive meetings or four (4) meetings in a calendar year shall be deemed to have resigned from the Committee. The Committee Secretary of the Committee shall certify the absences to the Committee prior to action by the Committee. Upon such resignation, the Committee shall declare by resolution that a vacancy has occurred. The vacancy shall be filled for the remainder of the term by the alternate representative.

B. Filling Vacancy of a Committee Member

If a Committee member is removed or resigns, the alternate representative will automatically fill the vacancy. In the event the alternate is unable to do, the Committee, or its designees, will notify the City Council of the requirement to fill the vacancy.

**VIII. SUSPENSION OF PREEMPTED MEETING PROCEDURES**

In the event there is a conflict between any of these Meeting Procedures and preemptive law, the Presiding Officer may suspend the conflicting Meeting Procedures.

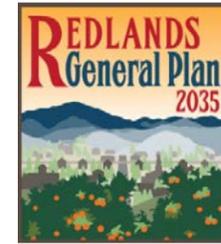
## **IX. MEETING PROCEDURES ARE PROCEDURAL ONLY**

These Meeting Procedures are adopted and intended to provide procedures for the conduct of Committee business. Any Committee action which is taken by the required number of affirmative votes shall be effective for all purposes and shall not be invalidated or in any other manner limited in its effect because of a claim that the procedure followed by the Committee in taking such action was not in accord with any provision or provisions of these Meeting Procedures.

# Development Services Department

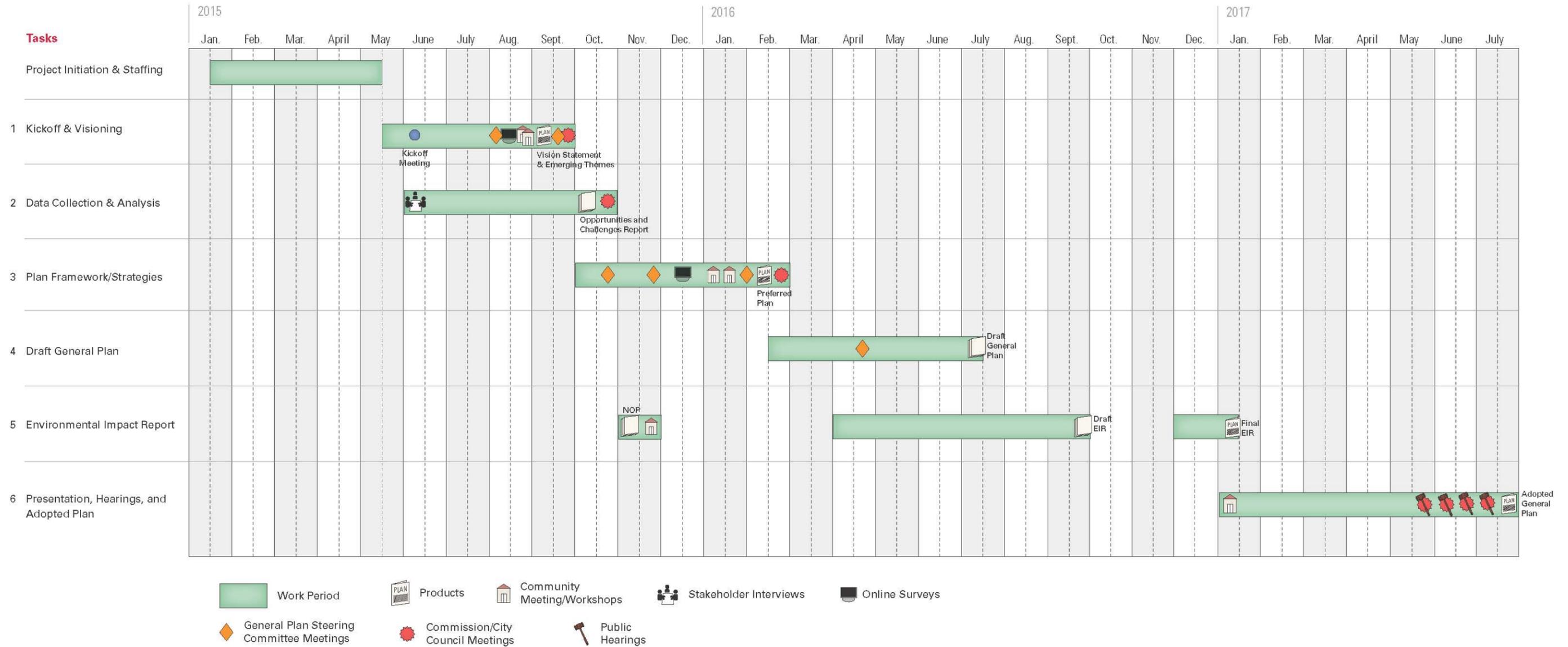
Oscar Orci, Director

Troy Clark, General Plan Administrator



## Schedule

Redlands General Plan Update





## Contents of Flash Drive

General Plan from 1995 (As amended)  
Redlands 2000 Vision Document  
General Plan Vision (2006)  
North Redlands Vision Report (2006)  
Downtown Specific Plan No. 45 (2011)  
Transit Village Plan (2013)  
Architectural Guidelines  
General Plan Map  
Zoning Map



# **Presentations**