

RESOLUTION NO. 2016- 36

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMOND BAR
CREATING THE GENERAL PLAN ADVISORY COMMITTEE (GPAC) AND
ESTABLISHING COMMITTEE RULES & PROCEDURES**

WHEREAS, the General Plan is the City of Diamond Bar's most important planning tool, serving as the long-term blueprint for all City land use decisions and governance; and

WHEREAS, the City's General Plan was adopted in 1995 and the document's goals and objectives have been substantially completed; and

WHEREAS, the City Council of the City of Diamond Bar wishes to update the General Plan to develop a long-term vision and contemporary strategies for the community's current and future challenges; and

WHEREAS, the City Council of the City of Diamond Bar desires resident involvement in the process of developing an updated General Plan; and

WHEREAS, the creation of a General Plan Advisory Committee (GPAC) is an appropriate and effective means to foster resident involvement.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
DIAMOND BAR AS FOLLOWS:**

SECTION 1. *Creation of General Plan Advisory Committee (GPAC).* A General Plan Advisory Committee (GPAC) is hereby created to serve as an ad hoc, temporary advisory body to the Planning Commission and City Council in the preparation of an updated General Plan.

SECTION 2. *Eligibility.* Any Diamond Bar resident or owner of a Diamond Bar-based business, with the exception of elected members of the City Council or appointed members of the City's Planning Commission, shall be eligible for appointment to the GPAC by the City Council. No more than one member of the Parks & Recreation Commission and one member of the Traffic & Transportation Commission may be appointed.

SECTION 3. *Appointment of GPAC Members.* The GPAC shall be made up of fifteen (15) members, with three (3) to be nominated by each member of the City Council. Nominations must be ratified by majority vote of the City Council. GPAC members serve at the pleasure and discretion of the City Council.

SECTION 4. *Tenure.* The GPAC will dissolve upon adoption of the General Plan by the City Council, but will not meet after the transmission of the draft General Plan to the Planning Commission for consideration unless requested by the City Council.

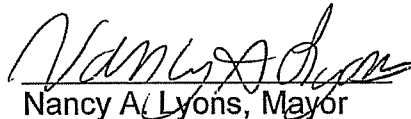
SECTION 5. *Rules & Procedures.*

- a) *Role of the GPAC.* The role of the GPAC is to provide insight on the diverse interests, opinions, and expectations of the residents of Diamond Bar. GPAC members must maintain a community-wide perspective as they identify critical issues, develop recommendations, and serve as ambassadors to the community at large for purposes of the General Plan update and associated documents. GPAC members should represent the community at large and not that of a particular individual, group or interest. The recommendations of the GPAC will be conveyed to the Planning Commission and City Council via staff report. As an advisory committee, the GPAC has no authority to approve, deny, or modify the draft or final versions of the General Plan update.
- b) *Decorum.* Members are expected to be open to opposing viewpoints and work cooperatively and objectively to reconcile differences and build consensus. In the event that a member does not agree with the direction taken by the GPAC, it is expected that the member will remain respectful and offer a constructive alternative for the record. GPAC members shall not represent personal views as those of the GPAC unless the majority has voted affirmatively on the issue.
- c) *Political Activities.* GPAC members should not use their appointment as a platform to conduct political activities.
- d) *Public Notice.* Pursuant to the Ralph M. Brown Act (Act"), all GPAC meetings will be open to the public and noticed in accordance with such Act. Meetings shall be held at a regularly established time and place in a facility that accommodates all interested members of the public that wish to attend. Members of the public will be provided the opportunity to speak on any regular agenda item at the time it is discussed and any relevant non-agenda item during an established public comment period. A five (5) minute per speaker time limit will apply to all public speakers.
- e) *Quorum.* A majority of GPAC members will constitute a quorum.
- f) *Officers.* By majority vote, the GPAC may elect a Chairperson and Vice Chairperson. Upon election, the Chairperson shall be responsible for managing the meeting and facilitating constructive discussion. In the absence of the Chairperson, the Vice Chairperson shall temporarily assume the role of Chairperson. In the event that the Chairperson's seat is vacated, the Vice Chairperson shall become Chairperson and the GPAC shall select a new Vice Chairperson by majority vote.

- g) *Meeting Procedure.* GPAC meetings shall operate in a parliamentary style with the Community Development Director serving as parliamentarian. GPAC actions shall be determined by an affirmative majority vote of a quorum. Speaker time limits shall be established to ensure equal participation among members.
- h) *Minutes.* A City staff member will be designated to serve as GPAC Recording Secretary. Following each meeting, summary minutes shall be produced. Minutes will be placed on a following meeting's agenda for review and approval by the GPAC.
- i) *Conflict of Interest.* GPAC members shall remove themselves from all discussions or votes in which they have a direct financial interest or where personal or professional allegiance cannot be set aside to allow fair consideration of the issue at hand.
- j) *Member Preparation.* Appointment to the GPAC is a commitment. Members must adequately prepare for each meeting and be prepared to discuss agenda items and make timely recommendations to ensure the process moves forward according to the adopted schedule and budget.
- k) *Member Attendance.* Punctual attendance is required of GPAC members at each of the nine (9) expected meetings. Members shall notify City staff of expected absences prior to the scheduled meeting. GPAC members with two or more unexcused absences may be subject to removal from the GPAC at the discretion of the City Council.
- l) *Vacancies.* In the event of a vacancy on the GPAC, the nominating Council Member may nominate a replacement. The nominated replacement must be ratified by majority vote of the City Council.
- m) *Interaction With Staff and Consultants.* The Community Development Director is the staff liaison to the GPAC. All inquiries, questions, and/or concerns should be directed to the Community Development Director. GPAC members may not become involved in the administration of City departments or programs nor direct City staff or consultants to initiate programs, studies, or policy.

SECTION 6. This resolution may be amended at any time by action of the City Council.

PASSED, APPROVED AND ADOPTED THIS 20th DAY OF SEPTEMBER 2016.


Nancy A. Lyons, Mayor

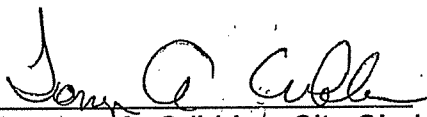
I, Tommye A. Cribbins, City Clerk of the City of Diamond Bar, do hereby certify that the foregoing Resolution was passed, approve and adopted at a regular meeting of the City Council of the City of Diamond Bar held on 20th day of September, 2016, by the following vote:

AYES: COUNCIL MEMBERS: Herrera, Low, Tye, M/Lyons

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: MPT/Lin

ABSTAINED: COUNCIL MEMBERS: None


Tommye A. Cribbins, City Clerk
City of Diamond Bar