GPAC OVERVIEW AND GROUND RULES

The following ground rules are intended to provide Advisory Committee members with an overview of the purpose and expectations for effective and efficient participation in the group as well as a summary of the process that will be followed.

ADVISORY COMMITTEE PURPOSE

The Thousand Oaks General Plan Advisory Committee will provide feedback and guide the General Plan team (City staff and consultants) throughout the General Plan update process. Guidance related to goals and objectives for the topics in the General Plan will be discussed. It is the Advisory Committee’s charge to review topics from a community perspective to ensure the final General Plan reflects the vision for Thousand Oaks’ future. The Advisory Committee will be asked to recommend strong and visionary policies to help create a more prosperous, livable and sustainable community.

The Advisory Committee will play a critical role in guiding the General Plan update process, but it is only one of many forms of input for decision-making. Input will also come from the public, stakeholders, focus groups, Planning and other Commissions, and the City Council.

MEMBERSHIP

- The Advisory Committee consists of twenty-four (24) members.

LEVEL OF COMMITMENT AND RESPONSIBILITY

- There will be approximately 12 Advisory Committee meetings during the General Plan update process. The first meeting will be held on August 28, 2019. Subsequent meetings will be held on a regular basis over the next two-and-a-half years. The Advisory Committee will be disbanded once the General Plan is completed.

- On a case-by-case basis, if an Advisory Committee member is absent from three (3) Committee meetings in a row, the City may remove that member.

- Advisory Committee meetings will generally be held on a Wednesday evening from approximately 6:00 to 8:00 pm. Meeting times and dates may change depending on circumstances.

- Advisory Committee members are expected to prepare for, attend and participate in every meeting, to the greatest extent feasible. As appropriate, materials will be provided to the Advisory Committee one week prior to each meeting via email. These materials will be the
subject of the discussion, so it is important that each Advisory Committee member read the materials and come to the meeting prepared to discuss the information.

- Throughout the process, there will be many community engagement activities including public workshops, “pop-up” workshops, surveys, and focus groups. Advisory Committee members are also strongly encouraged to attend and assist with all public workshops and other events as necessary.

DECISION-MAKING PROCESS

- The Advisory Committee will operate in the spirit of consensus. Consensus does not connote 100 percent agreement on every issue, but rather, support for the recommendations taken as a whole. Where no consensus emerges, varying points of view will be presented by the General Plan consultant team and City staff.

- The Advisory Committee will play a critical role in guiding the General Plan update process, but it is only one of many forms of input for decision-making. Input will also come from public workshops, stakeholder interviews, pop-up workshops, online surveys, focus groups, Planning Commission meetings and City Council Workshops. Thus, feedback provided by the GPAC may not be the ultimate direction for any particular topic or policy.

- Roll call votes will not occur on any topic or specific issue as the purpose of the Advisory Committee is to serve in an advisory role for and the General Plan team.

- Every participant is responsible for communicating their position on issues under consideration. Each participant is also encouraged to clearly state their intentions and concerns at the earliest possible time in the course of the discussions.

- At the end of each meeting, the consultants will summarize the direction and conclusions from that evening’s meeting for review and affirmation. This summary will be included in the meeting minutes that will be reviewed at the following General Plan Advisory Committee meeting. This information will be used to set the broad policy direction of the General Plan.

- The consultants will summarize the direction and conclusions at the end of each meeting and minutes will be provided at subsequent meetings. This information will be used to set the broad policy direction of the General Plan.

- Relevant information can play an important role in the development of informed opinion. At the same time, too much information or information of limited relevance can cause confusion and slow down the process. Where individual members wish to share written or printed information with the larger group, such information should be provided to City Staff approximately 1 week and not less than 72 hours prior to any scheduled meeting to allow for consideration for inclusion and duplication and/or distribution prior to the meeting.

- When members cannot attend a meeting of the Advisory Committee, they should notify Krystin Rice, Senior Planner at GP@toaks.org or at (805) 449-2335 as far in advance as possible. Members must be present to participate in consensus decision making.
**MEETING STRUCTURE AND BASIC CONDUCT**

- The Advisory Committee will not have a Chairperson.
- Raimi + Associates (the City’s lead General Plan consultant) will act as the facilitators for the Advisory Committee meetings.
- All members agree to participate in good faith, as well as to respect the concerns of the other members.
- All Advisory Committee meetings are open to the public. Meeting agendas, schedules and notes will be published on the Thousand Oaks General Plan website.
- The following points are offered as examples of behavior consistent with constructive dialogue, mutual respect and a commitment to collaboration:
  - Offer respect of different viewpoints and attention when others speak.
  - Share the responsibility of ensuring the success of the process and the quality of recommendations.
  - Make a best good faith effort to work towards reaching consensus.
  - Represent the perspectives, concerns, and interests of representative agencies or constituencies whenever possible to ensure that recommendations and opinions developed by the group are acceptable to the organizations, agencies, or constituents being represented.
  - Ask questions of each other for clarification and mutual understanding.
  - Verify assumptions when necessary and avoid mischaracterizing the motives of others.
  - Acknowledge and try to understand others’ perspectives.
  - Stay focused on the task at hand and share airtime with others.
  - Refrain from side conversations.
  - Silence all cell phones during meetings.
  - Concentrate on the content of discussions and allow the facilitator to focus on how to promote productive discussion.

**CONFLICTS OF INTEREST**

Committee members must comply with all regulations prohibiting participation by officials with conflicts of interest. If a member has a conflict of interest for a topic or property that is before the Committee, the member must leave the room when the Committee discusses the item and not participate in the review or consideration of an item for which they have a conflict. Members should contact the City Attorney’s office if they are concerned about potential conflicts.
PUBLIC COMMENT OPPORTUNITIES
Opportunities for public comments will be allowed at the end of each Advisory Committee meeting. These comments can help inform the Advisory Committee about broader public opinion. Up to 15 minutes of public comments will be provided and a maximum of three minutes per participant. Time sharing between participants will not be allowed.

INFORMATION REQUESTS AND DIRECTION TO CONSULTANTS
Requests for development of significant information or data from Committee members must be raised at scheduled Advisory Committee meetings or in writing to City staff for consideration.

TOPICS FOR DISCUSSION
The following is a list of preliminary topics identified for discussion at the GPAC meetings:

- Key issues and vision for the future
- Guiding principles and vision statement
- Proposed vision and guiding principles, identify areas of potential land use change
- Land use and community design alternatives, alternatives analysis
- Preferred alternative
- Economic development
- Transportation
- Sustainability
- Housing
- Land use and community design
- Health
- Parks and conservation
- Safety and public services/facilities
- Goals and policy framework
- Draft General Plan

ENGAGING IN THE COMMUNITY/WITH THE MEDIA

- When engaging with the community, clearly indicate that opinions expressed are your own and not the GPAC’s.
- Encourage others to participate in the project through surveys, workshops and other activities.
- Committee members should not speak with the press about the project, unless approval is provided in writing by the City’s General Plan project manager.