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October 19, 2018

# CHARTER

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## LAND USE AND REGIONAL HOUSING NEEDS ALLOCATION AD HOC COMMITTEE

Process, Purpose and Organization

# 1. Introduction

This Charter describes the City of Rocklin (City), Land Use and Regional Housing Needs Allocation (RHNA), Ad Hoc Committee (Committee) as convened by the City. It describes the Committee's background, purpose, structure, participants, roles and responsibilities, general participation guidelines, and decision-making and communication methods.

## 2. Committee Purpose

On July 24, 2018, the City Council (Council) directed City staff to develop a strategy to address the City's non-residential / residential land use balance and ongoing compliance with the City's RHNA requirements.

The purpose of the Committee is to assist in the review of information and formulate recommendations to the Council; capitalizing on a cross section of decision makers, housing and affordable housing developers, partner agencies and/or parties with land and use and development experience related to these topics. The Committee has no decision or implementation authorities.

As directed by the Council, the goals of the Committee are:

- Review and provide recommendations related to the Land Use Balance Assessment (work pending).
- Develop guidelines to evaluate requests for rezoning/re-designation of property from non-residential to residential and/or increase residential densities to 22+ units per acre.
- Develop recommendations to update the City's inventory of available sites for affordable residential development and any additional criteria for considering future changes to the inventory with the goal of meeting the City's RHNA.
- Prepare recommendations to clarify the standards for development in Mixed Use zones.

## 3. Committee Participants

Committee Members are:

- Michael Barron           City Planning Commissioner
- Peter Bridges           Housing Developer (Whitney Ranch)
- Ken Broadway           City Mayor (2018)
- Deana Ellis             Housing Developer (Cresleigh Homes)
- Peter Hill               Former City Mayor
- Greg Janda              City Council Member
- Gregg McKenzie        City Planning Commissioner

- Jeff Short                      North State Building Industry Association
- Ardie Zahedani                St. Anton (Affordable Housing Developer)

The Committee has staff support from the City as provided by:

- Sheri Chapman                City Attorney
- David Mohlenbrok            Community Development Director
- Marc Mondell                 Assistant City Manager
- Steve Rudolph                City Manager
- Laura Webster                 Director Long Range Planning
- Michael Young                Management Analyst

The Committee is facilitated by a neutral, third party facilitator from the Sacramento State, College of Continuing Education, Consensus and Collaboration Program.

- Dave Ceppos

#### **4. Committee Organization**

The Committee serves at the direction of the Council including all items defined in this Charter. The Committee is subject to requirements of the Ralph M. Brown Act (Brown Act) which ensures that public commissions, boards, councils and other public agencies in the State exist to aid in the conduct of the people’s business and that the actions and deliberations of these groups be taken and conducted openly.

The Committee is intended to work at an aggressive pace, meeting twice a month for approximately four months.

The Committee will not have a chairperson(s). The Committee will be convened as a formal Brown Act Group and will follow standard role call and meeting management methods as facilitated by the third party neutral facilitator (described above) and supported by City Staff.

#### **Committee Roles and Responsibilities**

1. Provide honest perspectives representing a broad scope of interests about the City’s expressed goals (see above).
2. Provide recommendations to the Council.
3. Consistently participate in Committee meetings.

#### **City Staff Roles and Responsibilities**

1. Provide content and administrative support and materials to the Committee
2. Provide logistics support for meetings

## **Facilitator Roles and Responsibilities**

1. Serve as a professional neutral and be responsible to manage dialogue in meetings and oversee the provisions of this Charter.
2. Implement a consensus-seeking process (described below).
3. Facilitate Committee meetings.
4. Ensure that all points of view held by Committee Members are heard and that each Member's interests considered.
5. Ensure that the public has time to comment during meetings and provide Committee Members with input.
6. Provide assistance to Members requesting help with communications.
7. Support preparation of meeting agendas, attendance sheets, and Draft Final meeting summaries.
8. Address and resolve emergent conflicts.
9. Facilitate information gathering and sharing in coordination with City staff.
10. Distribute information to the contact list in coordination with City staff.

*NOTE: The facilitator works under a contractual agreement with the City however, the facilitator has mutually agreed on (between the City and Sacramento State) neutrality to serve the process and participants in an equitable and balanced manner.*

## **5. Committee Guidelines and Decision Making**

### **General Participation Guidelines**

To ensure Committee meetings are effective, all Members commit to the following guidelines:

- Be as candid as possible. Help others understand you and work to understand others.
- Use common conversational courtesy. Don't interrupt; use appropriate language; avoid side-bar discussions when others are speaking; disagree with curiosity rather than conflict.
- All ideas and points of view have value. The goal is to achieve understanding first and then seek agreements when feasible.
- Invite humor and good will but always avoid humor at someone else's expense.
- Honor time. The Committee's process will have ambitious agendas for each meeting. To meet process goals, it is important to follow the time guidelines recommended by the facilitator and to conduct all necessary pre-work before meetings.
- The personal integrity, values and legitimacy of the interests of each Member and the public will be respected by each Member. Everyone will participate; no one will dominate.
- All interests will be considered by all Members in general deliberation and in recommendation-making decision procedures (described below)
- Members participate regularly and in person and will be well informed on the issues under discussion.
- Every Member will communicate his or her interests and will disclose pertinent information on issues under consideration.

- Silence Electronics. All Members have responsibilities outside of this meeting room. Members will do their best to leave these responsibilities at the door and will turn cell phones or other communication devices to “silent”.
- All Members will inform their respective decision-making bodies in a timely manner of developments in the proposed program. All Members will notify the Committee when a decision-making body’s approval is required to create a recommendation to the Council and will work to secure approval from their respective organization.

## **Communication**

When communicating outside of the Committee meetings, Members are expected to speak only for themselves when asked about Committee progress and activities unless the full Committee has adopted concepts or recommendations that have been mutually agreed on to be discussed outside of Committee Meetings.

Meeting announcements and draft agendas will be sent out at least 72 hours before each Committee meeting (as per Brown Act requirements). City staff and the facilitator will make a good faith effort to send out the agenda and meeting materials several days in advance of the 72 hour requirement. Meeting materials will be made available to the Members and the public by the beginning of each meeting. No materials will be made available to Members if not also made available to the public. Draft Meeting summaries will be provided within four working days after each meeting.

## **Member Attendance and the use of Alternates**

Given the volume of information to be considered and aggressive schedule of the process, alternate Members will not be used. Members are expected to reserve time on the calendars to accommodate all Committee meetings.

## **Committee Decision Making Procedures**

The Committee serves to provide recommendations to the Council. The Committee will need to make decisions amongst themselves which will take the form of these recommendations. As a voluntary gathering of interested parties the Committee is not “*consensus based*”. Organizations within the process, nor individual Members on behalf of their organizations, do not have the authority to make or implement binding decisions. Therefore, all elements of the Committee processes are “*consensus-seeking*” wherein, each Member takes reasonable and appropriate steps to reach consensus (as described below).

## **Consensus-Seeking Decision Method**

The consensus decision method is based on principles of “consensus with accountability”. Consensus with accountability requires all Members to try to reach consensus while at all times supporting and expressing their self-interest. In the event a Member must reject a proposal, that Member is expected to provide a counter proposal that legitimately attempts to achieve their interest, and the interests of the other Members. When seeking consensus, the Committee will

not vote and will not seek to identify numeric “winners and losers” on key topics. Rather, the Committee will seek mutually acceptable and beneficial conclusions when feasible.

In seeking consensus on an interim or final recommendation, Members will voice their opinions with specific proposals along the way, rather than waiting until a final recommendation has been developed. At all times, Members will ensure that they are providing input commensurate to their prescribed role and constituency. The basic decision-making process is as follows:

Straw Polls: Members will use straw polls to assess the degree of preliminary support for an idea before it is submitted as a formal proposal for final consideration by the Committee. Members may indicate only tentative approval for a preliminary proposal without fully committing to its support.

Draft and Final Decisions: The Committee will use the following three levels to indicate Members’ degree of approval and support for any proposal being considered and to determine the degree of agreement.

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|------------------|--|
| Thumbs Down:     | I do not agree with the proposal. I feel the need to block its adoption and propose an alternative.  |
| Thumbs Sideways: | I can accept the proposal.   |
| Thumbs Up:       | I support the proposal.  |
| Abstention       | At times, a pending decision may be infeasible for a Member to weigh in on and said Member may abstain. Members that abstain from particular proposals are encouraged to explain why abstention is in their best interest. |

The goal is for all Members to be in the ‘Thumbs Up’, or Thumbs Sideways’ levels of agreement. Any recommendation will be considered to have reached consensus when there is a quorum of Members present, and all Members present are at Thumbs Up or Thumbs Sideways levels. If any Member is at a ‘Thumbs Down’ level, that Member must provide a counter proposal that legitimately attempts to achieve their interest and the interests of the other Members. The Committee will then evaluate how best to proceed.

### **Majority Rule Decision Method**

Should consensus not be achieved on a recommendation, any Member may seek to ensure that meeting summaries and the final process report describe the different perspectives from majority and minority opinions