The City’s three-year Strategic Plan goal to “Ensure sustainability, livability, and health by completing the General Plan update and by implementing environmentally responsible programs” was approved by the City Council on March 29, 2016.

On May 17, 2016 the City Council approved the “Request for Proposal” (RFP) for consultant services to update the General Plan.

On October 4, 2016 the City Council approved a Contract for Planning and Environmental Consulting Services with PLACEWORKS in an amount of $ 699,917 for updates to the “Land Use Element” and the “Conservation, Recreation and Parks, and Open Space Element” of the City’s General Plan and preparation of the required environmental documents (EIR).

Included within the RFP and the executed Contract are provisions for ensuring as a priority a robust and high level of community engagement and participation for this process. Specifically within the RFP was the following “Project Objective”:

“The recommended Land Use (and Conservation, Recreation and Parks, and Open Space) Elements policies will need to reflect the community’s attitudes and approaches to development, and a high level of citizen engagement is required. The City strongly desires to include web-based tools (and possibly social media) as an integral component of the citizenry engagement process.”

What is a General Plan?

The General Plan is one of California’s most important planning tools. The General Plan is a long-range planning document that represents the community’s view of its future; it is a blueprint for a city’s growth and development. Typically, city councils, and planning commissions use the goals and policies of the General Plan as a basis on which to guide land use decisions; City Staff uses the General Plan to guide recommendations on development and decisions about implementation strategies and capital improvements, which in turn, impact operational and budget decisions. As a result, the General Plan will also establish a framework for self-governance for the City of Redondo Beach.

General Plans are required to address a range of topics and issues. The City’s existing General Plan includes the following “elements” as required by State law:
• Land Use Element (Required);
• Housing Element (Required, Updated 2014);
• Senior Citizen/Child Care Services (Not a Required Element);
• Transportation and Circulation Element (Required, Updated 2009);
• Utilities (Not a Required Element);
• Solid Waste Management and Recycling (Not a Required Element);
• Conservation, Recreation and Parks, and Open Space (Required);
• Environmental Hazards/Natural Hazards (Required).

In addition to the elements noted above that are required by State law, the City of Redondo Beach has adopted other elements (“optional elements”) that also relate to its physical development. Once an “optional element” has been adopted, it has the same force and effect as the required statutory elements.

This project will focus on updating the City’s General Plan Land Use and Conservation, Recreation and Parks, and Open Space Elements. The intention of this General Plan update will be to reflect the local values and priorities of the City’s diverse community as well as the unique attributes that distinguish Redondo Beach from other cities in the South bay region. The General Plan will also develop strategies to sustain the quality of life and economic prosperity desired by City residents and businesses.

**What is a GPAC?**

The General Plan Advisory Committee (GPAC) is an ad hoc committee established by the City of Redondo Beach for purposes of this update to the General Plan. The GPAC will serve as one of the primary channels for the community to make recommendations to the Planning Commission and City Council on this General Plan update.

The purposes of the GPAC is to provide recommendations to City Staff and to the consultant team regarding strategic milestones in the process (Vision, Land Use Plan, Focus Areas, etc.) and to assist in the formation of City goals and policies with respect to land use and conservation, recreation and parks, and open space. Another crucial function of the GPAC for this project is to analyze and make recommendations regarding amendments to the mixed use zoning and development standards.

What do people say they want in their City? How can this be translated into a set of compatible, consistent, long and short-range City goals and policies? Through its recommendations the GPAC can help make these goals and policies a part of the decision-making process, recognizing that the determination of what items are included in the General Plan ultimately rests with City Council.

Participation by members appointed to the GPAC is temporary; the roles and responsibilities of its members will terminate with City Council Adoption of the General Plan, which is anticipated to occur in approximately 30 months.
The GPAC “IS”:
- A source of insight on the community, its interests and expectations.
- A source of ideas to achieve a responsible and responsive plan.
- A vehicle for achieving a sampling of community opinions and attitudes.
- A sounding board for ideas and plan proposals presented by city staff and its consultants.
- A vehicle for communication to and from the planning process.

The GPAC “IS NOT”:
- A replacement for either the City Council or Planning Commission.
- A decision-making body, except as it may offer advice and direction to City staff and the consultant team regarding General Plan policy.
- A forum for political position taking.
- A substitute for the public hearing process required by law.

**Participant Roles and Responsibilities**

**City Council – Legislative body directing the affairs of the City**
- Authorized the preparation of the General Plan and approved the budget.
- Provides overall policy direction for the General Plan.
- Resolves City policy issues and major budget/scope adjustments as necessary throughout the General Plan update preparation process.
- Certifies the Environmental Impact Report (EIR) that accompanies the General Plan update.
- Conducts public study sessions and/or hearings on the General Plan update and associated EIR.
- Adopts the updated Land Use and Conservation, Parks and Recreation and Open Space Elements of the General Plan as recommended by the Planning Commission or as modified by the City Council.

**Planning Commission – Chief advisory body on community planning and development matters**
- Conducts public study sessions and public hearings on the General Plan update and EIR.
- Advises the City Council on recommendations for approval, modification, or deletion of goals, policies or programs proposed in the updated Land Use and Conservation, Parks and Recreation, and Open Space Elements of the General Plan.

**GPAC – Appointed special advisory body on the General Plan update**
- Provides feedback to City staff and the consultant team on the planning process and its products.
- Informs City staff and the consultant team of information that is valuable to the process or issues/opinions that should be taken into consideration as part of the General Plan update preparation.
• Passes on knowledge to the community on General Plan related topics.
• Reviews and discusses items proposed by City staff or the consultant team.
• Stays familiar with, and seeks policy consistency with the City’s Vision during General Plan update policy deliberations.
• Serves as an ambassador for the General Plan update process; provides the community at large with information about the General Plan update process.
• Irrespective of individual perspectives or preferences, seeks the benefit of the entire community in recommendations.

City Staff – Key City resources facilitating the preparation of the General Plan update and providing technical and logistical support

• Provides input regarding professional, technical, and administrative and policy insights and implications on topics being discussed.
• Manages consultant team’s work program and products.
• Reviews and modifies consultant products as necessary to insure consistency with City policy and practice.
• Arranges for logistics and support of each meeting/workshop.
• Distributes materials for the GPAC approximately one week prior to scheduled meetings.
• Prepares and presents staff reports as appropriate.
• Documents meeting deliberations in the form of annotated action minutes.
• Oversees schedule modifications and compliance.
• Keeps consultant team informed of current City activities and issues that relate to the General Plan.

Consultant Team – Advisors hired by the City to provide technical support and serve as an extension of City staff during the duration of the General Plan update process

• Complies with the adopted Scope of Work.
• Submits draft documents identified in the Scope of Work to City staff for review, revision and distribution as required.
• Prepares consultant technical reports as specified in the Scope of Work.
• Provides input regarding professional, technical and policy insights.
• Assists in clarifying issues, providing options and evaluating the implications of topics being discussed.
• Recommends methods to resolve policy issues when conflict arises.
• Advises on schedule or procedural matters.
• Presents consultant-prepared work products to decision-makers, city staff, and the public.
• Coordinates with agencies and other organizations outside of City Hall in the preparation of work products.
“Guidance” for the General Plan Advisory Committee Membership

The following is a summary of important considerations that each GPAC member must keep in mind as they undertake their commitment to the City.

Representing the GPAC

Individual GPAC members must be careful not to represent their own views or recommendations as those of the body unless the majority has officially voted on the issue. Public statements should contain no promises binding the Committee, Planning Commission (or other City Commission), or the City Council.

Maintaining Community-wide Perspective

Although GPAC members may be selected in part on the basis of representing clearly defined groups or neighborhoods, in order to assume that all interests are voiced and considered, each member should represent the overall public and not that of an exclusive group or interest.

Keeping the Lines of Communication Open

The GPAC members will serve as liaisons between the City and the general public in helping to educate and receive input from the community. Therefore, each member must serve as a communication link between the community and the City, explaining City programs and recommendations, as well as providing a channel for citizen expression. To properly represent the community, members must be accessible to the public so they can receive input as to the sentiment and opinions of their fellow residents.

Be Conscious of your Relationship to Elected and Appointed Officials and City Staff

Good relations with elected and appointed officials and City staff and consultant team are necessary for the successful operation of any Committee. It is important that each member respect the authority of those who, in the end, will be charged with the final responsibility for action taken by the City. To avoid placing the City staff in a compromising position and to facilitate effective communication, your actions as a member should be done with the approval of the body. In contacting City personnel on business matters, the proper channel is through the staff liaison appointed to your advisory group (in this case it is the Planning Manager).

Establishing a Good Relationship with Other Members

On many occasions, the success or failure of a GPAC will depend upon the degree of cooperation among the individual members. In order to build a consensus around common goals and objectives, members will often first have to reconcile contradictory viewpoints and show a willingness to objectively consider the issues. Another way of developing this cooperation is for each member to do their part to ensure that meetings proceed in an orderly manner. The Chairperson is primarily responsible for seeing that meetings are conducted in an expeditious and thorough fashion. However, each member
can help by becoming familiar with the basic rules of parliamentary procedure and by adequately preparing for meetings.

Participation in Political Activities
Local government elections in California are generally nonpartisan. Council appointments to a City Board, Commission or Committee are made without regard to political party affiliation. Acceptance of such appointment, however, does not restrict an individual's participation in political activities at any level of government. Nevertheless, appointees should not use their appointed office or title to conduct political activities.

Other Important Points to Consider
GPAC participants shall always show respect for other individuals' viewpoints and shall allow other members adequate time to present their views before making comments. It is essential to be open and honest at all times, welcome new members and see that they become acquainted with their duties, and strive to minimize political action among members. Be aware that, in the public's eye, GPAC members represent the City they serve. Comments and actions of the GPAC, therefore, should express sensitivity to the diverse viewpoints held within the City. Membership on the GPAC does not entitle participants to exercise undue influence upon individuals in the community.

GPAC's Official Charge
- Ensure City staff and the consultant team is aware of and understands community concerns, values and expectations.
- Assist City staff and the consultant team in identifying critical issues that must be addressed in the planning process.
- Identify areas of existing or potential conflicts and find ways to constructively resolve them.
- Capitalize on the creative ideas and insights within the Redondo Beach community for input into the update of the Land Use and Conservation, Recreation and Parks, and Open Space Elements of the General Plan.
- Keep community organizations and interested citizens informed about the status of the planning process.
- Provide recommendations to the Planning Commission and City Council supporting updates to the Land Use and Conservation, Recreation and Parks, and Open Space Elements of the General Plan including analysis and recommendations regarding amendments to the mixed use zoning and development standards.
**GPAC’s Rules and Procedures**

1. All meetings of the General Plan Advisory Committee must be open to the public pursuant to the Ralph M. Brown Act enacted in 1953. The intent of the Act is to ensure that “actions be taken openly and that deliberations be conducted openly.” Once selected, the time, place and date for regularly scheduled GPAC meetings shall be publicly posted or announced.

2. The Chair of the Committee will be appointed by the Mayor subject to confirmation by the City Council and will serve as Chair until the General Plan update is approved by the City Council. The Committee shall elect a member to serve as Vice Chair. The Vice Chair will handle the duties of the Chair in the event the Chairperson is absent from a meeting. In the event both the Chairperson and the Vice Chairperson are absent from a meeting, the Committee shall appoint one of its members to serve as Acting Chairperson for the duration of that meeting. In the event that the Chairperson resigns or is removed from the Committee, a new Chair will be appointed by the Mayor subject to confirmation by the City Council. The Chair is responsible for managing the meeting, facilitating discussion, and gaining consensus from the GPAC on various components of the General Plan update. The GPAC Chair and Vice Chair would also serve as the “official” representatives of the GPAC and shall attend meetings with other committees, the Planning Commission or City Council if requested. However, all GPAC members act as “ambassadors” of the General Plan to the community and are encouraged to share their knowledge about the process to ensure the community’s exposure to the process is as far-reaching as possible. Prior to any commitments, GPAC members that receive requests from the community for information or presentations about the General Plan should advise the Planning Manager who will coordinate all outreach activities.

3. The General Plan preparation is subject to a constrained time schedule. GPAC members need to have done their “homework” for each meeting and be prepared to make recommendations and decisions in a timely manner that allows the process to move forward according to the adopted schedule.

4. Committee meetings should be conducted formally with speaker time limits to avoid long conversations on non-critical tangents, resulting in delayed action. Summaries of recommendations made at each meeting should also be prepared.

5. The GPAC must not become involved in the administration or operation of City departments, and should not direct the administrative staff or its consultants to initiate programs, conduct studies or establish official policy without approval of the City Council and/or the City Manager. GPAC members however, are encouraged to review and comment on relevant department programs as they pertain to the implementation of the General Plan.

6. It is hoped that agreement can be reached by the full GPAC for as many issues as possible. Where a committee member does not agree with the direction being taken by the committee, he or she is expected to offer a constructive alternative approach or approaches. Concerns and issues need to be brought up early in the process so that they can be addressed to the extent possible. Lack of comment will be considered an agreement with the majority opinion.
7. Items brought before the GPAC requiring a decision by vote will either be administrative matters, which can be voted on immediately, or matters of substance, which may be deferred to the next regular meeting for vote. It is important to reiterate that the GPAC will not be a policy-setting body. Rather, the GPAC is an advisory committee, providing recommendations to City staff for their consideration.

8. Where consensus cannot be reached on major decisions by the full committee, the GPAC shall form its recommendations based on the affirmative vote of a simple majority of the GPAC membership. On decisions regarding recommendations to City Staff, dissenting members may submit a separate report to ensure both sides are represented for Planning Commission and/or City Council consideration.

9. Conflict of Interest: The Political Reform Act is intended to prevent conflict of interest by requiring designated public officials to disclose financial interests which could potentially cause conflicts. GPAC members may be required to disqualify themselves from making, participating in, or attempting to influence any governmental decision which will affect their financial interests, including those required to be reported on a statement of economic interest where appropriate.

10. The Fair Political Practices Commission’s Guide to the Political Reform Act, California’s Conflict of Interest Law for Public Officials, explains what a conflict is and when disqualification is required by law. If in doubt, the staff liaison person will assist in acquiring legal clarification.

11. Community input is a very important component of the General Plan update process. GPAC members will need to carefully consider input from a wide range of stakeholders. GPAC members should bring other stakeholder comments to the table, as appropriate.

12. In accepting appointment to the GPAC, each member accepts responsibility for devoting sufficient time to the project to effectively represent the views of the community. Attendance is required at every GPAC meeting, approximately 10 meetings are scheduled over the duration of the process. Members shall notify City staff prior to a scheduled meeting if they are unable to attend and request an excused absence. Three unexcused absences constitutes grounds for dismissal from the Committee.

13. If members have questions or are concerned with particular issues, the Community Development Director or Planning Manager should be contacted to review the matter.