



Return to:

Community Development Dept.  
23 Russell Blvd.  
Davis, CA 95616

CITY OF DAVIS  
**APPLICATION FOR APPOINTMENT  
TO CORE AREA ADVISORY COMMITTEE (CAAC)**

Received on:

To applicants: Please note that these applications will be attached to a future staff report for a City Council meeting as part of the appointment process.

**PERSONAL DATA SHEET**

Name: \_\_\_\_\_ Are you at least 18 years old? \_\_\_\_\_  
Last, First Middle

Home Address: \_\_\_\_\_  
Number/Street City/State/Zip

Email Address: \_\_\_\_\_  
Main Phone Other Phone

(Applicants should live in Davis or the Davis Joint Unified School District service area, or own a business in the Davis area. If you do not meet these criteria, please include a separate statement to address why you are applying for this committee.)

Business Title or Occupation: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Number/Street City, State and Zip

**CATEGORY (OR CATEGORIES) THAT DESCRIBES YOUR AFFILIATION**

Indicate by checking one or more categories below that best describes your affiliation (categories are in alphabetical order):

- Affordable housing advocate
- Architect, landscape architect or urban designer
- Community member or Davis resident
- Core Area business or property owner, or employer
- Developer, builder or realtor
- Disabled community representative
- Environmental advocate
- Faith-based community representative
- Historic resources advocate
- Parks and open space advocate
- Resident of Core Area or a surrounding traditional neighborhood
- Senior citizen advocate
- Social services provider
- UC Davis student
- Youth advocate
- Other \_\_\_\_\_

## **BACKGROUND INFORMATION AND QUESTIONS**

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Education – List schools attended, date graduated and type of degree or certificate:

## **QUESTIONS**

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What would you bring by way of perspective or experience to this committee? Please list any previous and present governmental and/or civic experience, special training or skills you have that you feel would benefit your service on this committee:

What do you see as some of the significant issues facing the Core Area or adjacent areas that might pertain to the committee?

Do you have any interests or associations which might present a conflict of interest? If yes, please explain:

The City Council will appoint a CAAC Chair and Vice Chair. Please indicate by checking if you would like to be considered for the position of Chair or Vice Chair:

Chair

Vice Chair

**I am aware of the obligations and responsibilities of this committee and am willing and able to fulfill this commitment should I be appointed: (Initial here: \_\_\_\_\_)**

**Optional: You may attach your resume or any additional information or statements which you feel would be helpful to the City Council in reviewing your qualifications.**

AUTHORIZATION AND RELEASE

I understand that in connection with this application for appointment, the information contained herein will be made available to the general public upon request. I further understand that if appointed, I will be required to take the oath of office and may be subject to requirements for filing financial disclosure statements (although such disclosure statements are not anticipated to be required at this time).

\_\_\_\_\_  
Please Sign Here

\_\_\_\_\_  
Date

**NOTE: This document is a public record and may be disclosed/released pursuant to the California Public Records Act.**

**FOR OFFICIAL USE ONLY**

Applications will be kept on file for two years. This application will expire on: \_\_\_\_\_

Date of appointment by the City Council: \_\_\_\_\_

Length of term: Anticipated to be 1-1/2 years

**Attachment for information:** Resolution adopted by City Council related to the Core Area Advisory Committee

**RESOLUTION NO. 17-X, SERIES 2017**

**RESOLUTION FORMING A CORE AREA ADVISORY COMMITTEE  
AND ADOPTING ITS PURPOSE, SCOPE, COMPOSITION AND GROUND RULES**

WHEREAS, current City Council goals include the identification of opportunities for Core Area and other key area(s) in the city for “form based” visioning and planning, and that opportunities include the consolidation and clarification of development policies and codes in the Core Area; and

WHEREAS, on January 10, 2017 the Davis City Council adopted Resolution 17-002 which initiated a Core Area planning process and provided preliminary directions related to the formation of a Core Area Advisory Committee (CAAC) including:

- The CAAC is anticipated to be the primary advisory body to the City Council;
- The CAAC is intended to provide high level policy input, represent the entire community as well as their individual interests, and understand the points of view of others;
- The Council shall appoint the CAAC with the assistance of a Council subcommittee;
- 11 to 13 members (with a maximum of 15) are anticipated;
- A resolution will be adopted by Council establishing the CAAC’s role, application and appointment process, desired representation of interests (including possible City commission representation), expectations for commitment and attendance, preliminary ground rules, and guidelines for use of any subcommittees; and

WHEREAS, the preliminary directions by City Council have been further developed and refined in the attached statement of purpose, scope, composition and ground rules for the CAAC; and

WHEREAS, the main functions of the CAAC are to provide comments and feedback, to provide recommendations, and communicate information; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Davis does hereby approve of the formation of a Core Area Advisory Committee (CAAC) and adopts the attached statement of purpose, scope, composition and ground rules.

PASSED AND ADOPTED by the City Council of the City of Davis this 29<sup>th</sup> day of August 2017, by the following vote:

AYES:

NOES:

Robb Davis  
Mayor

## CORE AREA ADVISORY COMMITTEE (CAAC)

### PURPOSE, SCOPE, COMPOSITION AND GROUND RULES

#### PURPOSE AND SCOPE

The Core Area Advisory Committee (CAAC) has been appointed as a knowledgeable body which broadly represents a diversity of interests as well as the Davis community at large. The CAAC acts independently of the Planning Commission and City Council. The CAAC members will reflect their personal insights and preferences, based on their experiences as members of the community, as well as their perspectives related to organized group they represent.

The CAAC's main functions are:

- Provide comments and feedback. To review existing plans and other documents, background information, and public input. To provide comments and feedback on (rather than prepare) drafts to City staff and the project consultants with the goals of creating documents which are responsive to community goals and aspirations.
- Provide recommendations. To make recommendations to the Planning Commission and City Council at key project milestones.
- Communicate information. To communicate information about the project to others and encourage others to participate in the process.

#### COMPOSITION AND APPOINTMENTS

The CAAC will provide a diversity of viewpoints that are broadly representative of the community to the greatest extent possible.

Members would be appointed as follows:

- Organization self-appointments. 9 organizations and neighborhoods would be asked to self-appoint 1 representative each. 5 would be voting and 4 would be non-voting liaisons). *The main reason for the non-voting members is that City commissions may later be making recommendations on the results of the planning process.*
- Selected after an application process. After an application process, 10 voting members would be selected by City Council.
- Total. A total of 19 members (consisting of 15 voting and 4 non-voting liaisons).

Organizations and neighborhoods that will be asked to appoint 1 representative each	9 members (5 voting and 4 non-voting liaisons)
Davis Downtown	1
Davis Chamber of Commerce	1
Old North Davis Neighborhood Association	1
Old East Davis Neighborhood Association	1
University Avenue / Rice Lane Neighborhood	1
Planning Commission liaison (non voting)	1
Bicycling, Transportation and Street Safety Commission liaison (non voting)	1

Finance and Budget Commission liaison (non voting)	1
UC Davis Administration liaison (non voting)	1
Selected after an application process and encouraged to be considered from the categories below	10 members (all voting)
Affordable housing advocate	
Architect, landscape architect or urban designer	
Community member or Davis resident	
Core Area business or property owner, or employer	
Developer, builder or realtor	
Disabled community representative	
Environmental advocate	
Faith-based community representative	
Historic resources advocate	
Parks and open space advocate	
Resident of Core Area or a surrounding traditional neighborhood	
Senior citizen advocate	
Social services provider	
UC Davis student	
Youth advocate	
Total members	19 members (15 voting and 4 non- voting liaisons)

The City Council is encouraged to consider these factors to promote a diversity of community members with varied perspectives:

- Mix of the categories encouraged above
- Representation from all parts of Davis
- Renters and owners
- Diversity of ages and ethnicities
- Demonstrated ability to work collaboratively and effectively in a diverse group environment
- Energy and good ideas about the future of the Core Area

## **GROUND RULES**

The following ground rules provide the basis for meetings and collaborative communication among CAAC members, other stakeholders, staff, and decision-makers. They are also intended to serve as boundaries for fair and civil behavior and group decision making.

### **1. Chair and Vice Chair**

The CAAC will appoint a Chair and a Vice Chair. The role of the Chair will be to call meetings to order, guide the discussion of the CAAC, help build consensus among members, and formally adjourn the meeting. The Chair has discretion in guiding discussion of items among Committee members while allowing for appropriate public input. Staff and/or consultants may address the Committee at any time, with timely recognition by the Chair. The Chair or Vice-Chair will also speak for the Committee at any applicable non CAAC public hearing or other meeting as authorized by the CAAC.

## **2. Quorum**

A majority of the voting members of the CAAC shall constitute a quorum for the transaction of business.

## **3. Meeting Procedure**

CAAC meetings are subject to the Brown Act, which set standards for public notice as to meeting time, date and location as well as items to be discussed. Substantive issues will have higher priority than matters of procedural detail. The Chair has discretion in guiding discussion of items among Committee members while allowing for appropriate public input. Staff may address the Committee at any time.

## **4. Meeting Preparation**

CAAC members will receive meeting agendas and the materials that will be discussed in advance of each meeting. Members are responsible for reviewing these materials prior to the meeting, and for coming prepared for substantive discussions.

## **5. Anticipated Number of Meetings and Duration of Project**

A total of 12 to 15 CAAC meetings are anticipated over the approximate 2-year period of the project. Meetings will be held on Monday or Thursday evenings and will generally last for two to three hours. Attendance at CAAC meetings is required. The CAAC is highly encouraged to attend community workshops, symposiums, and other project events to participate fully in the process and hear a variety of viewpoints from the general public.

CAAC meeting dates will be published on a project website created specifically for the Core Area Planning Update. The website is anticipated to be operational by the first meeting of the CAAC and a link to the project website will be provided on the Community Development page of the City's website. The project website will provide information regarding the CAAC including an overview, the recruitment process and meetings. Meeting materials will be posted on the project website and be available for public review. CAAC meeting agendas will also be posted at the City Offices posting board a minimum of 72 hours prior to meeting dates. Following each meeting, informal meeting notes will be posted to the project website.

The project is expected to be completed by January to February 2019.

## **6. Agendas**

The consultants, with assistance from City staff, will prepare each agenda and consult with the CAAC Committee Chair. Any issue or topic not on the agenda, when raised by a CAAC member, will be placed in an "issue bin" during the meeting. The Chair will address "issue bin" items at the end of the meeting and determine whether to calendar specific items for future meetings.

## **7. Problem Solving Approach**

Disagreements between participants will be regarded as problems to be solved rather than arguments to be won. At the discretion of the Chair, disagreements may be tabled for discussion and resolution at a later meeting.

## **8. Decision Making**

Decisions will be made by consensus. When consensus cannot be reached, decisions will be made by a majority of the voting members of the CAAC who are present. No business can be conducted if fewer members than a quorum are present. A brief summary of CAAC meetings will be posted to the project website for any interested party to examine.

## **9. Attendance and Replacements**

Failure to attend meetings on a regular basis will constitute resignation from the Committee and members may be replaced if they do not attend at least 75% of the regularly scheduled meetings. The staff shall notify the City Manager and Mayor, who, along with the City Council, shall take action to fill the seat within a reasonable period of time. This replacement process shall apply to other vacancies that may occur.

When members cannot attend a meeting of the CAAC, they should communicate their views to the Chair prior to that meeting, however members must be present to vote on decisions.

## **10. Clear and Timely Communication**

Every participant is responsible for communicating his or her 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. To move an agenda item forward, the Chair may limit the time each member is allowed to speak or limit the discussion to high-level “key” issues. The Committee’s focus should be on ideas / concepts and not on wordsmithing.

## **11. Information Sharing**

Relevant information plays an important role in the development of informed consent. 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 group as a whole, such information should be provided to City staff at least 72 hours prior to any scheduled meeting to allow for duplication and/or distribution prior to the meeting.

## **12. Communications and the Brown Act**

All CAAC member questions, comments, and other correspondence should be directed to City staff. Correspondence from CAAC members requiring consultant response will be forwarded to the consultant by City staff.

Electronic communications shall be guided by the same general protocols for communication, problem solving and negotiation that are followed when the group is in general face-to-face sessions. All email correspondence shall be directed through the City staff at least 24 hours in advance of meetings if possible. CAAC members may not communicate in person, over the phone, or via email with a majority of CAAC members. Doing so is a violation of the Brown Act requirements for open and transparent meetings. Compliance with the Brown Act also requires that members of the group refrain from



commenting about the group's activities on social media that may be viewed by a majority of CAAC members.

### **13. Participation and Observation by Members of the Public**

All CAAC meetings are open to the public and all observers are welcome. Members of the public will have an opportunity to address the CAAC during each meeting for a period of time established by the Chair. Separate workshops are geared to soliciting a broader public dialogue where public input is encouraged. Members of the public are encouraged to submit written materials in advance of the meetings via the City staff.

### **14. Relationship to Staff and Consultants**

City staff will serve as the liaison to the CAAC. Staff and consultants will provide written and verbal information to the CAAC, and respond to questions whenever possible. The consultants work under the direction of Community Development staff who administer the consultant contract, as approved by Council.

The consultants, with assistance from City staff, will plan, manage, attend, and facilitate all meetings of the CAAC.

Specific legal issues shall be directed through City staff for a response from the City Attorney, as needed.

### **15. Relationship to Planning Commission and City Council**

City staff will provide updates on CAAC meetings to the Planning Commission and City Council during the process. Information and recommendations from the CAAC will be documented and reported to the Planning Commission and City Council in writing and/or graphic form. Recommendations of the CAAC will include an explanation for all major decisions. At key decision points, the Planning Commission and City Council will review the CAAC's recommendations in a joint study session, and the City Council will retain ultimate decision-making authority for all policy decisions. The Planning Commission will review, amend, and supplement the work of the Committee to create the draft plans, zoning, and Environmental Impact Report for public review. The City Council will review and amend the draft plans and zoning before certifying the Environmental Impact Report and adopting the plans and zoning.

### **16. Timely Adjournment of Evening Meetings**

To encourage public participation, evening meetings of CAAC meetings will be organized, agendaized, and conducted to finish at a reasonable hour. If the CAAC finds its evening meetings habitually running past 9:00 PM, staff and the Chair will work together to shorten the agendas and, if necessary, to expedite committee discussion and action on items.

### **17. Conflicts of Interest**

CAAC members are not considered to be "public officials" as defined in the California Government Code, and therefore are not subject to the State Political Reform Act and its disclosure provisions. Financial Interests Form 700 will not be applicable. Nevertheless,

CAAC members are expected to hall remove themselves from all discussions and votes on matters in which they have any direct personal financial interest.

In gauging such extra-legal conflicts of interest and/or duty, each member shall exercise careful judgment and introspection in giving priority to the interests of fairness and objectivity; if there is any reasonable doubt that the member has a conflict, the member shall refrain from participation in the committee's deliberations and vote(s).

### **18. Speaking for the CAAC**

Only the Chair, Vice-Chair, or other duly authorized CAAC member shall speak for the Committee at any applicable non-CAAC public hearing, on social media, or in the press. When speaking in public, CAAC members may identify themselves as members of the CAAC, and may report on any formal actions (motions) adopted by the committee. However, CAAC members may not speak for the CAAC or characterize and report on discussions of the CAAC unless explicitly authorized to do so by the group.

### **19. Group Roles and Responsibilities**

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 our best good faith effort to work towards reaching an agreement.
- Represent the perspectives, concerns, and interests of agencies or constituencies whenever possible to ensure that agreements and recommendations 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 characterizing 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 distracting others through side conversations; silence all cell phones during meetings.
- Concentrate on the content of discussions and allow the Chair to focus on how to promote productive discussion.

### **20. Subcommittees**

If the Chair determines that a specific topic or agenda item requires a higher level of analysis and focus than allowed for during its meetings, he/she may appoint an ad hoc subcommittee to address specific information needs, refine options or resolve differences of opinion outside of its regular meetings. Subcommittees are not empowered to make decisions in place of the group as a whole, but rather to frame and refine issues and information needs for resolution by the CAAC. The number of subcommittee members must be fewer than a quorum of the full CAAC. Subcommittees are limited in duration in that they exist only as long as it is necessary for them to accomplish their task.