



# ACTIVE TRANSPORTATION COMMITTEE

## Minutes

**Thursday, January 16, 2020**  
**Regular Meeting of the Active Transportation Committee**

### **CALL TO ORDER**

A Regular Meeting of the San Luis Obispo Active Transportation Committee was called to order on Thursday, January 16, 2020 at 6:00 p.m. in the Council Hearing Room, located at 990 Palm Street, San Luis Obispo, California, by Chair Roberts.

### **ROLL CALL**

**Present:** Committee Members Thomas Arndt, Lea Brooks (vice chair), Donette Dunaway, Timothy Jouet, Briana Martenies, and Jonathan Roberts (chair)

**Absent:** Jenna Espinosa

**Staff:** Active Transportation Manager Adam Fukushima, and Recording Secretary Lareina Gamboa

### **PUBLIC COMMENT ITEMS NOT ON THE AGENDA**

Garrett Otto

*--End of Public Comment--*

### **APPROVAL OF MINUTES**

#### **1. Review Minutes of the Active Transportation Committee Meeting of November 21, 2019:**

**ACTION:** UPON MOTION BY COMMITTEE MEMBER BROOKS, SECONDED BY COMMITTEE MEMBER JOUET, CARRIED 6-0-1 (COMMITTEE MEMBER ESPINOSA ABSENT), to approve the Minutes of the Active Transportation Committee Meeting of November 21, 2019, as presented.

#### **2. Review Minutes of the Active Transportation Committee Meeting of December 10, 2019:**

**ACTION:** UPON MOTION BY COMMITTEE MEMBER BROOKS, SECONDED BY COMMITTEE MEMBER DUNAWAY, CARRIED 6-0-1 (COMMITTEE MEMBER ESPINOSA ABSENT), to approve the Minutes of the Active Transportation Committee Meeting of December 10, 2019, with the correction to Public Commenter name Jamie "Woolf".

### **Public Comment**

None.

*--End of Public Comment--*

### **DISCUSSION ITEM**

#### **3. Committee Bylaws**

Active Transportation Manager Fukushima and the Committee discussed and reviewed the advisory body bylaws.

##### **Public Comment**

Myron Amerine  
David Figueroa  
Rob Moore  
Kylie Clark  
Mark Borges  
Garrett Otto

*--End of Public Comment--*

No action was taken on this item.

### **PRESENTATION ITEM**

#### **4. Quick-Build Strategies**

Bike SLO County Board Member, Garrett Otto, gave a PowerPoint presentation and responded to committee inquiries in regards to considering the possibility of quick-build strategies within the city.

##### **Public Comment**

Karen Aydelott

*--End of Public Comment--*

No action was taken on this item.

### **DISCUSSION ITEM**

#### **5. Active Transportation Plan Bicycle Policies**

Active Transportation Manager Adam Fukushima provided a PowerPoint Presentation and responded to committee inquiries in regards to bicycle policies for the Active Transportation Committee.

##### **Public Comment**

Myron Amerine  
Garrett Otto

Jesse Englert  
David Figueroa

*--End of Public Comment--*

No action was taken on this item.

## **COMMENT AND DISCUSSION**

### **6. Committee Member Updates**

None.

### **7. Staff Updates**

- a. Railroad Safety Trail**
- b. Ferrini/Foothill Crossing**
- c. Agenda Forecast**

## **ADJOURNMENT**

The meeting was adjourned at 8:10 p.m. The next Regular Active Transportation Committee meeting is scheduled for Thursday, March 19, 2020 at 6:00 p.m., in the Council Hearing Room, 990 Palm Street, San Luis Obispo, California.

APPROVED BY THE ACTIVE TRANSPORTATION COMMITTEE: 06/11/2020



# ADMINISTRATIVE REVIEW BOARD

## Minutes

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**Tuesday, November 12, 2019**  
**Regular Meeting of the Administrative Review Board**

### **CALL TO ORDER**

A Regular Meeting of the San Luis Obispo Administrative Review Board was called to order on Tuesday, November 12, 2019 at 3:05 p.m. in the Council Hearing Room, located at 990 Palm Street, San Luis Obispo, California, by Chair Conaway.

### **ROLL CALL**

**Present:** Board Member Alex Karlin and Chair Earl Conaway

**Absent:** None

**Staff:** Kelly White, Legal Assistant/Paralegal (as Board Liaison and Recording Secretary)  
Kevin Christian, Deputy City Clerk

### **PUBLIC COMMENT ITEMS NOT ON THE AGENDA**

None

*--End of Public Comment--*

### **APPROVAL OF MINUTES**

- 1. Consideration of Minutes of the Special Administrative Review Board Meeting of November 5, 2018:**

#### **Public Comment**

None

*--End of Public Comment--*

**ACTION:** UPON MOTION BY BOARD MEMBER KARLIN, SECONDED BY CHAIR CONAWAY, CARRIED 2-0-0, APPROVAL of the Minutes of the Special Administrative Review Board Meeting of November 5, 2018, as presented.



## **BUSINESS ITEMS**

### **2. Election of Officers:**

The Board identified the two officer positions: Chair and Vice Chair.

#### **Public Comment**

None

*--End of Public Comment--*

**ACTION:** UPON MOTION BY BOARD MEMBER KARLIN, SECONDED BY CHAIR CONAWAY, CARRIED 2-0-0 to keep Conaway as Chair of the Board and elect Karlin as Vice Chair.

### **3. Review of the Bylaws of the Administrative Review Board:**

The Board discussed the changes recommended in the staff report, and a verbal suggestion to stagger the terms of members of the Board while simultaneously making each term three years long.

#### **Public Comment**

None

*--End of Public Comment--*

**ACTION:** UPON MOTION BY BOARD MEMBER KARLIN, BY VOICE VOTE, CARRIED 2-0-0 to recommend the changes as presented in the staff report and also, by language approved by the City Attorney, to implement a staggering of appointments for the three members of the Board and change the length of each appointment to three years.

## **ADJOURNMENT**

The meeting was adjourned at 3:15 p.m. The next Regular Administrative Review Board meeting is scheduled for December 10, 2019 at 3:00 p.m., in the Council Hearing Room, 990 Palm Street, San Luis Obispo, California.

APPROVED BY THE ADMINISTRATIVE REVIEW BOARD: 1/7/2021



# Minutes

## ARCHITECTURAL REVIEW COMMISSION

### Monday, December 16, 2019 Regular Meeting of the Architectural Review Commission

#### CALL TO ORDER

A Regular Meeting of the Architectural Review Commission was called to order on Monday, December 16, 2019 at 5:03 p.m. in the Council Hearing Room, located at 990 Palm Street, San Luis Obispo, California, by Vice Chair Amy Nemcik.

#### ROLL CALL

**Present:** Commissioners Richard Beller, Mandi Pickens, Micah Smith, Christie Withers, Vice-Chair Amy Nemcik

**Absent:** Commissioner Michael DeMartini and Chair Allen Root (*arrived at 5:06 p.m.*)

**Staff:** Senior Planner Shawna Scott, City Clerk Teresa Purrington and Deputy City Clerk Megan Wilbanks

#### PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

*--End of Public Comment--*

#### PRESENTATION

##### **1. Annual Review of the Architecture Review Commission Bylaws**

City Clerk Teresa Purrington presented the Architectural Review Commission Bylaws, last adopted February 6, 2018, and responded to Commissioner inquiries.

**ACTION:** MOTION BY COMMISSIONER WITHERS, SECOND BY COMMISSIONER PICKENS, CARRIED 4-2-1 (Chair Root and Vice Chair Nemcik dissenting, Commissioner DeMartini absent) to forward the following recommendations to City Council for approval:

- **CONDUCT OF MEETINGS, Section 3c:** The applicant and/or applicant's representative shall be provided 10-minutes total to make a presentation on behalf of the request at the beginning of public comment.
- **COMPENSATION:** The City Council has approved a stipend of \$70 per meeting (not to exceed \$280 monthly) for each member of the ARC (Resolution No. 10887 [2018 Series]).

## **APPROVAL OF MINUTES**

### **2. Consideration of Minutes of the Regular Architectural Review Commission Meeting of November 18, 2019.**

**ACTION:** MOTION BY COMMISSIONER PICKENS, SECOND BY COMMISSIONER SMITH, CARRIED 6-0-1 (Commissioner DeMartini absent) to approve the minutes of the Regular Architectural Review Commission meeting of November 18, 2019 as presented.

## **PUBLIC HEARINGS**

*Commissioner Smith recused himself from Item 3 due to the close proximity of his business to the project site. Commissioner Smith left the room at 5:24 p.m.*

### **3. Project Address: 1034 Mill Street; Case #: ARCH-0551-2019; Zone: O; Brian Rolph with Familiar Forms Inc., owner/applicant. Review of five new residential dwellings within three 3-story buildings on two lots. The project is categorically exempt from environmental review (CEQA).**

Associate Planner Walter Oetzell presented the staff report and responded to Commissioner inquiries.

Applicant representative John Rolph responded to Commissioner inquiries.

#### Public Comments:

None

*--End of Public Comment--*

**ACTION:** MOTION BY COMMISSIONER BELLER, SECOND BY COMMISSIONER WITHERS, CARRIED 5-0-1-1 (Commissioner Smith recused and Commissioner DeMartini absent) to continue the item to a date uncertain with the following recommendations to the applicant:

- Provide additional articulation to relieve the blank walls that have no breaks, particularly those on Buildings A & B, with attention to:
  - The elevation adjacent to neighboring single-family dwelling (to the west)
  - Visible portions of the building elevation adjacent to the office building parking lot (to the east)
- Provide additional articulation to the two-story building elements at either side of the entry to the common driveway

*Commissioner Smith rejoined the meeting at 6:04 p.m.*

4. **Project Address: 3720 Broad Street; Case #: ARCH-0641-2019; Zone: C-S-S; Peoples Self-Help Housing Corp., owner. Review of a modification to a mixed-use project, consisting of 39 extremely low, very low, and low-income residential units, one manager's unit, and 1,250 square feet of commercial use, including a nine percent density bonus, proposed tree removals, and associated site improvements. The project is categorically exempt from environmental review (CEQA).**

Senior Planner Shawna Scott presented the staff report and responded to Commissioner inquiries.

Applicant representatives Steven Orosco, Murray Duncan and Morgan Mills responded to Commissioner inquiries.

Public Comments:

Jeff Thomas

*--End of Public Comment--*

**ACTION:** MOTION BY COMMISSIONER WITHERS, SECOND BY COMMISSIONER SMITH, CARRIED 6-0-1 (Commissioner DeMartini absent) to find the project consistent with the Community Design Guidelines and to recommend that the Community Development Director approve the project as presented.

**COMMENT AND DISCUSSION**

Senior Planner Shawna Scott provided a brief agenda forecast.

**ADJOURNMENT**

The meeting was adjourned at 7:02 p.m. The next Regular meeting of the Architectural Review Commission has been rescheduled to Monday, January 13, 2020 at 5:00 p.m., in the Council Hearing Room, 990 Palm Street, San Luis Obispo, California.

APPROVED BY THE ARCHITECTURAL REVIEW COMMISSION: 02/10/2020



# REVENUE ENHANCEMENT OVERSIGHT COMMISSION

## Minutes

Thursday, December 12, 2019

Regular Meeting of the Revenue Enhancement Oversight Commission

### **CALL TO ORDER**

A Regular Meeting of the San Luis Obispo Revenue Enhancement Oversight Commission was called to order on Thursday, December 12, 2019 at 5:30 p.m. in the Council Hearing Room, located at 990 Palm Street, San Luis Obispo, California, by Chair Christopher Coates.

### **ROLL CALL**

**Present:** Commissioners Ken Kienow, Jeannette McClure, Michael Multari and Chair Christopher Coates

**Absent:** Commissioner Winston Newland

**Staff:** Deputy City Manager Greg Hermann and Assistant to the City Manager Ryan Betz

### **PUBLIC COMMENT ITEMS NOT ON THE AGENDA**

None

*--End of Public Comment--*

### **APPROVAL OF MINUTES**

#### **1. Consideration of Minutes of the Continued Regular Revenue Enhancement Oversight Commission Meeting of April 4, 2019:**

**ACTION:** UPON MOTION BY COMMISSIONER MULTARI, SECONDED BY COMMISSIONER MCCLURE CARRIED 4-0-1 (Commissioner Newland absent), to approve the Minutes of the Continued Regular Revenue Enhancement Oversight Commission Meeting of April 4, 2019, as presented.

### **BUSINESS ITEMS**

#### **2. Review Purpose of the Revenue Enhancement Oversight Commission and Elect Officers**

Assistant to the City Manager Betz presented the staff report and responded to Commissioner inquiries.

#### **Public Comment**

None

*--End of Public Comment--*

**ACTION:** UPON MOTION BY COMMISSIONER MULTARI, SECONDED BY COMMISSIONER COATES, CARRIED 4-0-1 (Commissioner Newland absent) to elect Commissioner Jeannette McClure to serve as Vice Chair for a one-year term.

**ACTION:** UPON MOTION BY COMMISSIONER COATES, SECONDED BY COMMISSIONER KIENOW, CARRIED 4-0-1 (Commissioner Newland absent) to elect Chair Christopher Coates to serve another one-year term as Chair.

**3. Budget Reallocation of the Police Department Facility Parking Lot Maintenance Project**

Supervising Civil Engineer Nelson presented the staff report and responded to Commissioner inquiries.

**Public Comment**

None

*--End of Public Comment--*

**ACTION:** UPON MOTION BY CHAIR COATES, SECONDED BY COMMISSIONER KEINOW, CARRIED 4-0-1 (Commissioner Newland absent) to, forward a recommendation to the City Council to approve the reallocation of Local Revenue Measure funding for the Police Station Parking Lot Maintenance project to other ongoing City Facility Parking Lot Maintenance projects identified in the 19-21 Financial Plan.

**4. 2018-19 Annual Community Report and Citizen Oversight Meeting**

Assistant to the City Manager Betz presented the staff report and responded to Commissioner inquiries.

**Public Comment**

None

*--End of Public Comment--*

**ACTION:** UPON MOTION BY CHAIR COATES, SECONDED BY COMMISSIONER MCCLURE, CARRIED 4-0-1 (Commissioner Newland absent) to appoint Chair Coates and Commissioner Kienow to serve on a sub-committee to assist in the development of the 2018-19 Annual Community Report.

## **5. Resident Focus Group and Survey Results Regarding Funding Priorities**

City Manager Derek Johnson presented the staff report and responded to Commissioner inquiries.

### **Public Comment**

None

*--End of Public Comment--*

**ACTION:** UPON MOTION BY COMMISSIONER MULARTI, SECONDED BY COMMISSIONER KEINOW, CARRIED 4-0-1 (Commissioner Newland absent) to continue public education and outreach efforts and to keep the commission informed of the results of those efforts.

## **COMMENT AND DISCUSSION**

Greg Hermann Interim Deputy City Manager provided an agenda forecast.

## **ADJOURNMENT**

The meeting was adjourned at 7:06 p.m. The next Regular Revenue Enhancement Oversight Commission meeting is scheduled for April 20, 2020 at 5:30 p.m., as a virtual public.

APPROVED BY THE REVENUE ENHANCEMENT OVERSIGHT COMMISSION: 04/30/2020





# CULTURAL HERITAGE COMMITTEE

## Minutes

**Monday, June 28, 2021**  
**Regular Meeting of the Cultural Heritage Committee**

### **CALL TO ORDER**

A Regular Meeting of the San Luis Obispo Cultural Heritage Committee was called to order on Monday, June 28, 2021, at 5:30 p.m. via teleconference, by Chair Shannon Larrabee.

### **ROLL CALL**

**Present:** Committee Members John Ashbaugh, Charles Crotser, Karen Edwards, Vice Chair Eva Ulz, and Chair Shannon Larrabee (*two vacant seats*)

**Absent:** None

**Staff:** Senior Planner Brian Leveille and City Clerk Teresa Purrington

### **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

James Papp

*--End of Public Comment--*

### **ELECTION OF CHAIR AND VICE CHAIR**

#### **1. Elect the Chair and Vice Chair to serve a one-year term**

**ACTION:** UPON MOTION BY COMMITTEE MEMBER ASHBAUGH, SECONDED BY COMMITTEE MEMBER CROTSEY, CARRIED 5-0 (with two seats vacant), to elect Shannon Larabee to the position of Chair for a one-year term.

**ACTION:** UPON MOTION BY COMMITTEE MEMBER CROTSEY, SECONDED BY VICE CHAIR ULZ, CARRIED 5-0 (with two seats vacant), to elect Eva Ulz to the position of Vice Chair for a one-year term.

### **CONSIDERATION OF MINUTES**

#### **2. Approve the minutes of the April 26, 2021, Cultural Heritage Committee meeting.**

**ACTION:** UPON MOTION BY COMMITTEE MEMBER ASHBAUGH, SECONDED BY CHAIR ULZ, CARRIED 5-0 (with two seats vacant) to approve the minutes of the April 26, 2021, Cultural Heritage Committee meeting.

## **PUBLIC HEARING ITEMS**

3. **2223 Monterey Street.** Review of a hotel project with 33 A-frame guestrooms and 43 Airstream trailers on the Master List Historic Motel Inn property, with an Addendum to the previously adopted Initial Study/Mitigated Negative Declaration; **Project Address: 2223 Monterey; Zone: C-T-S; Case #: ARCH-0327-2021; Motel Inn, L.P., owner/applicant.**

Senior Planner Shawna Scott presented the staff report and responded to Committee inquiries.

Applicant representative, Ariana Melendez, SDG Architects, provided a PowerPoint presentation and Damien Mavis, Applicant, responded to Committee inquiries.

### **Public Comment**

James Papp

Paula Carr

Tom Wheeler

*--End of Public Comment--*

**ACTION:** UPON MOTION BY COMMITTEE MEMBER ASHBAUGH, SECONDED BY COMMITTEE MEMBER CROTSER, CARRIED 5-0 (with two seats vacant) to recommend denial of the project and that the Community Development Director find that the project is inconsistent with Historic Preservation Program Guidelines and Historic Preservation Ordinance because the proposed structures fail to preserve the essential form and integrity of the historic property. With the applicant hearing the Committee's feedback, the applicant is welcome to come back to the CHC with a reimagined utilization/project.

4. **350 High Street.** Review of a request to designate the property at 350 High Street as a Master List Resource and include the property in the City's Inventory of Historic Resources as the "Tiny Mart" Building (categorically exempt from CEQA environmental review); **Project Address: 350 High Street; Zone: C-N; Case #: HIST 0208-2021; Alex Gough, Anne Gough, and Anne Gaebe, applicants.**

Assistant Planner Walter Oetzell presented the staff report and responded to Committee inquiries.

Applicant representative, James Papp, provided a PowerPoint presentation and responded to Committee inquiries.

### **Public Comment**

None

*--End of Public Comment--*

**ACTION:** UPON MOTION BY COMMITTEE MEMBER ASHBAUGH, SECONDED BY COMMITTEE MEMBER CROTSER, CARRIED 5-0 (with two seats vacant) to recommend to the City Council that the property be designated as a Master List Resource in the City's Inventory of Historic Resources.

5. **2006 Swazey Street.** Review of the rehabilitation of a single-family dwelling, including foundation repair resulting in a 10-inch increase in building height, window replacement, porch modification, and removal of an existing non-historical addition, and construction of a new two-bedroom addition to the dwelling, on property designated as a Contributing List Resource in the City's Inventory of Historic Resources (categorically exempt from CEQA environmental review); **Project Address: 2006 Swazey Street; Zone: R-3; Case #: ARCH-0148-2021; Rob Weber and Steve Bastin, applicants.**

Assistant Planner Walter Oetzell presented the staff report and responded to Committee inquiries.

Applicant representative, Greg Wynn, provided a presentation and responded to Committee inquiries.

### **Public Comment**

James Papp

*--End of Public Comment--*

**ACTION:** UPON MOTION BY COMMITTEE MEMBER CROTSER, SECONDED BY COMMITTEE MEMBER EDWARDS, CARRIED 5-0 (with two seats vacant) to recommend that the Community Development Director find the project consistent with the Historic Preservation Ordinance.

## **PRESENTATION AND DISCUSSION**

### **6. Annual Review of the Cultural Heritage Committee Bylaws**

**ACTION:** UPON MOTION BY COMMITTEE MEMBER ASHBAUGH, SECONDED BY COMMITTEE MEMBER CROTSER, CARRIED 5-0 (with two seats vacant) to recommend that City Council approve changes to the Cultural Heritage Committee Bylaws, as shown in the attached legislative draft.

### **COMMENT AND DISCUSSION**

Senior Planner Leveille provided an agenda forecast.

### **ADJOURNMENT**

The meeting was adjourned at 9:04 p.m. The next Regular Meeting of the Cultural Heritage Committee is scheduled for Monday, July 26, 2021 at 5:30 p.m. in the Council Hearing Room, 990 Palm Street, San Luis Obispo.

APPROVED BY THE CULTURAL HERITAGE COMMITTEE: 07/26/2021

## F. Cultural Heritage Committee Bylaws (A)

### ARTICLE 1. PURPOSE

The Cultural Heritage Committee (CHC) promotes the preservation of architectural, archaeological, historical, and cultural resources in San Luis Obispo, ~~by:~~ As a City Council established advisory body and a historic preservation commission of a Certified Local Government, in partnership with State of California Office of Historic Preservation and National Park Service, its roles are mandated by the City ordinance and guidelines and Certified Local Government Requirements for Certification.

- ~~1. Helping the public pursue cultural resource preservation projects.~~
- ~~2. Sponsoring educational programs and research which improves our understanding of the community's history and archaeology.~~
- ~~3. On request, commenting on the effects of public and private actions on community cultural resources.~~
- ~~4. Helping with the administration of City-sponsored benefit programs.~~

### ARTICLE 2. COMPLIANCE WITH OTHER REQUIREMENTS

The functioning of the Cultural Heritage Committee and all of its actions and decisions shall be in compliance with the provisions of the Advisory Body Handbook and as established by Council Resolution.

### ARTICLE 3. MEMBERSHIP

1. The CHC will have seven members appointed by the City Council. Members ~~must~~ shall be residents and registered voters of the City. However, the Council may make appointments of up to two persons with desired professional expertise in cultural resources who are residents and registered voters of the county. All members must have a demonstrated interest, competence, or knowledge in historic preservation. At least two CHC members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. CHC membership may also include lay members.
2. Each CHC member is required to attend at least one informational or educational meeting, seminar, workshop, or conference per year that pertains directly to the work and functions of the commission and would be approvable by the state. Commission members will arrange this in collaboration with and with the approval of the Commission's staff liaison and Community Development Department and will not be required to underwrite the expense themselves.
- ~~1. If possible, membership of the Committee should include a person knowledgeable in local history, a person with training or experience in structural rehabilitation, a person knowledgeable in local archaeology, and a person with knowledge of architecture.~~

- ~~2. If possible, the Committee should include one resident from each of the five Historical Preservation Districts created but the Council is not limited to this district residency requirement when making appointments.~~

#### ARTICLE 4. TERMS OF APPOINTMENT

Members shall be appointed by the City Council for an initial term of a maximum of four years and may be reappointed for additional terms, not exceeding a total of two consecutive four-year terms.

#### ARTICLE 5. OFFICERS

1. A Chairperson and Vice-Chairperson shall be elected by the Committee at its first meeting in April for one-year terms. No person may serve in the office of Chairperson or Vice-Chairperson for more than two consecutive terms.
2. The Chairperson shall preside over all Committee meetings, vote on all matters, ~~appoint all subcommittees,~~ call special meetings, and submit an annual report ~~and budget~~ to the Committee for approval and presentation to the City Council. The Chairperson shall submit the annual report to the State Office of Historic Preservation.
3. The Vice-Chairperson shall serve in the absence or incapacity of the Chairperson and perform such other duties as ~~requested~~ normally performed by the Chair.

#### ARTICLE 6. MEETINGS

1. The Committee shall hold a regular meeting each month. All meetings shall be open to the public. Regular meetings shall be held at 5:30 p.m. on the fourth Monday of each month in the City Council Hearing Room, City Hall, 990 Palm Street, San Luis Obispo, California.
2. A quorum shall consist of a majority of the established members.
3. All action of the Committee shall be decided by a majority vote or consensus of the quorum directed through the Chairperson.
4. Minutes of each meeting shall be forwarded to the City Council and be available as a public record.
5. The Chairperson or a quorum majority of the Committee may call a special meeting, provided that all public notice requirements are met.
6. All Committee meetings shall be conducted according to City practices, customs, and policies.  
  
Robert's Rules of Order, Newly Revised, may be used as a guideline.
7. All members present must vote, except when a member declares a conflict of interest. Any member declaring a conflict of interest shall not vote or participate in any related deliberations or action of the Committee.

**ARTICLE 7. ABSENCES AND RESIGNATIONS**

1. If a member fails to attend three consecutive regular meetings or a total of six regular meetings within any 12 months, the member shall automatically be considered for replacement. The Chairperson of the Committee shall inform the Council of such a situation and explain any special circumstances.
2. Committee members are responsible for notifying the Chairperson or the Secretary in advance when an absence is anticipated.
3. If a member needs to resign from the Committee, the member shall immediately direct a letter to the City Council with copies forwarded to the Committee Chairperson and City Clerk.

**ARTICLE 8. SUBCOMMITTEES**

Subcommittees shall be appointed, as needed, ~~by the Chairperson~~. Subcommittees may include non-Committee members who shall have no voting power.

**ARTICLE 9. AMENDMENTS**

Bylaw amendments shall be submitted for Council approval by an affirmative vote of the members present at a regular meeting of the Committee, provided that such amendments shall have been discussed by the Committee on the agenda of at least two meetings prior to the vote. The members shall receive the proposed amendments at least 10 days prior to the first meeting.





# Minutes

## Human Relations Commission

**Wednesday, December 4, 2019**  
**Regular Meeting of the Human Relations Commission**

### **CALL TO ORDER**

A Regular Meeting of the San Luis Obispo Human Relations Commission was called to order on Wednesday, December 4 at 5:00 p.m. in the Council Hearing Room, located at 990 Palm Street, San Luis Obispo, California, by Chair Welts.

### **ROLL CALL**

Present: Commissioners Renoda Campbell, Bill Crewe, Abe Lincoln, Jeannette Richardson (*arrived at 5:07p.m.*), Emily Rosten (*arrived at 5:07p.m.*), Vice Chair Michael Hopkins, and Chair Nancy Welts

Absent: None

Staff: Cara Vereschagin, Housing Coordinator

### **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

None

*--End of Public Comment--*

### **APPROVAL OF MINUTES**

- 1. Consideration of Minutes of the Regular Human Relations Commission Meeting of October 2, 2019.**

**ACTION:** MOTION BY CHAIR WELTS, SECOND BY VICE CHAIR HOPKINS, CARRIED 5-0-2 to approve the minutes of the Regular Meeting of the Human Relations Commission of October 2, 2019.

### **PUBLIC HEARING ITEMS**

- 2. 2020-21 Community Development Block Grant (CDBG) Program**

Chair Welts opened up the item. Vice Chair Hopkins recused himself from the item due to a conflict of interest and left the Hearing Room. Housing Coordinator Vereschagin presented the staff report with the use of a PowerPoint presentation and responded to Commissioner inquiries on the 2020-21 CDBG Program.

Chair Welts opened the public hearing.

**Public Comments**

Grace McIntosh – Community Action Partnership of San Luis Obispo County

Steven Orozco – Peoples' Self-Help Housing Corporation

*--End of Public Comment--*

Chair Welts closed the public hearing

After the speakers, the HRC deliberated, discussing staff's recommendation for the allocation of CDBG funds.

MOTION BY COMMISSIONER LINCLON to reallocate \$40,000 from Peoples' Self-Help Housing for Broad Street Place to Stand Strong for the Safe Housing Project. The Motion was not seconded and failed.

**ACTION:** MOTION BY COMMISSIONER CREWE, SECOND BY COMMISSIONER CAMPBELL, CARRIED 6-0-1 to move staff's recommendation for the 2020-21 CDBG Funding Cycle.

*Vice Chair Hopkins returned to the meeting at 5:47p.m.*

**BUSINESS ITEMS**

**3. Review the Bylaws of the Human Relations Commission**

Housing Coordinator presented the current bylaws of the HRC and the Commission reviewed the current language for proposed amendments. There was discussion around Article 2, Membership and Terms of Office, specifically about allocating a seat to a specialized group and including more inclusive language around the description of members. The Commission also gave direction for the Diversity Subcommittee and staff to clarify language with the City Attorney and Clerk's Office.

**ACTION:** MOTION BY VICE CHAIR HOPKINS, SECOND BY COMMISSIONER ROSTEN, CARRIED 7-0-0 to approve the bylaws of the HRC, and authorized the Diversity Subcommittee to add any additional inclusive language around the description of membership.

**4. Review of 2018-19 Grants-in-Aid (GIA) Year End Reports**

The Commission discussed the year-end reports per their liaison assignments and briefly reported out on key accomplishments their assigned organizations made use GIA funding.

**5. 2020-21 Grants-in-Aid (GIA) Draft Application**

Housing Coordinator Vereschagin opened up discussion to review the draft Grants-in-Aid program application. Commissioners agreed that language should be added stating that applicants should submit a complete application package and that incomplete applications will not be considered for funding. Vereschagin made these various corrections to the draft application during the review.

**STAFF & COMMISSION COMMUNICATIONS**

**6. Staff Updates**

Vereschagin discussed details of the upcoming Housing Workshop the City was hosting on December 10, 2019.

**7. Commissioner Updates**

Chair Welts announced that advisory body recruitment is open for applications through the Clerk's Office and encouraged commissioners with expiring terms to reapply if interested.

Commissioner Lincoln announced his resignation from the SLO Noor Foundation.

**ADJOURNMENT**

Chair Welts adjourned the meeting at 6:30 p.m. The next Regular meeting of the Human Relations Commission is scheduled for Wednesday, February 5 at 5:00 p.m., in the Council Hearing Room, 990 Palm Street, San Luis Obispo, California

APPROVED BY THE HUMAN RELATIONS COMMISSION: 03/04/2020



# Jack House Committee

## MINUTES

Regular Meeting- Parks and Recreation Office  
1341 Nipomo Street, San Luis Obispo  
Wednesday, July 10, 2019

**CALL TO ORDER:** A Regular Meeting of the Jack House Committee was called to order on Wednesday, July 10, 2019 at 5:31 p.m. in the Parks and Recreation Conference Meeting Room, located at 1341 Nipomo Street, San Luis Obispo, California, by Chair Kathi Settle.

**ROLL CALL:** Vice chair: Toni Kincaid, Committee Members: Chuck Crotser, Bob Gordon, Dorthey Sundbye, Keri Schwab, Julie Moore and Chair Kathi Settle

**TARDY:** Dorothy Sundbye

**ABSENT:** Keri Schwab, Chair Kathi Settle

**STAFF:** Dave Setterlund, Recreation Supervisor

### PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

#### Public Comment

### CONSENT AGENDA AND CONSIDERATION OF MINUTES

#### 1. Consideration of the Minutes

**ACTION: APPROVAL OF THE REGULAR MEETING MINUTES OF THE JACK HOUSE COMMITTEE FOR MAY 8, 2019.**

MOTION BY COMMITTEE MEMBER CROTSEY, SECOND BY COMMITTEE MEMBER MOORE, AND CARRIED 4:0:0 to approve the minutes of Regular Meeting of May 8, 2019 as presented.

AYES: KINCAID, CROTSEY, GORDON, MOORE

NOTES: NONE

ABSTAIN: NONE

ABSENT: SCHWAB, SETTLE

#### Consideration of Financial Reports and Expenditures

**ACTION: APPROVAL OF THE FINANCIAL REPORTS AND EXPENDITURES FOR END OF YEAR 2019, FISCAL YEAR 2018-19**

MOTION BY COMMITTEE MEMBER CROTSEY, SECOND BY COMMITTEE MEMBER MOORE, AND CARRIED 4:0:0 to approve the minutes as amended of Regular Meeting of May 8, 2019 as presented.

AYES: KINCAID, CROTSEY, GORDON, MOORE

NOTES: NONE

ABSTAIN: NONE

ABSENT: SCHWAB, SETTLE



Need to correct language in financial report: "Monthly" and "Madonna"

### **PUBLIC HEARINGS AND BUSINESS ITEMS**

#### **3. Bylaw and standard language Amendment (Setterlund – 5 min)**

Recommendation: Approve revised bylaw language (specifically in Article V) – in communication with City Attorney and Parks and Recreation Director

MOTION BY COMMITTEE MEMBER CROTSEY, SECOND BY COMMITTEE MEMBER MOORE, AND CARRIED 5:0:0 to revise the Jack House Committee Bylaw Language

AYES: KINCAID, CROTSEY, GORDON, MOORE, SUNDBYE

NOTES: NONE

ABSTAIN: NONE

ABSENT: SCHWAB, SETTLE

#### **Public Comment:**

None

#### **Committee Comment**

Crotser - Is this a recommendation for just Article V or the entire bylaws?

Kincaid – We should move forward having a meeting every month to keep committee updated

Sundbye – Arrived to meeting at 5:35PM

#### **4. OFFICER ELECTIONS (Setterlund – 5 min)**

MOTION BY COMMITTEE MEMBER KINCAID, SECOND BY COMMITTEE MEMBER CROTSEY, AND CARRIED 5:0:0 to elect Chuck Crotser as Chair and Kathi Settle as Vice Chair of the Jack House Committee

AYES: KINCAID, CROTSEY, GORDON, MOORE, SUNDBYE

NOTES: NONE

ABSTAIN: NONE

ABSENT: SCHWAB, SETTLE

#### **Public Comment**

NONE

#### **Committee Comments**

Kincaid – Would like to nominate Chuck Crotser as Chair and Kathi Settle as Vice Chair

Crotser – We should stick to bylaws and conduct elections in April

#### **5. RESTORATION SURVEY (Setterlund – 5 Min)**

Recommendation: Allocate funds for a Condition Survey – Setterlund met with Kimberly Timbs, owner of Patina Conservation Studios to discuss surveying the condition of the Jack House – opportunity to restore properly – Approve up to \$2,000

MOTION BY COMMITTEE MEMBER GORDON, SECOND BY COMMITTEE MEMBER MOORE, AND CARRIED 5:0:0 to approve up to \$2,000 to fund a Condition Survey of the Jack House Collection





AYES: KINCAID, CROTHER, GORDON, MOORE, SUNDBYE

NOTES: NONE

ABSTAIN: NONE

ABSENT: SCHWAB, SETTLE

Public Comment

None

Committee Comments

Moore – Will she come in and tell us how to move forward with our items? Or will she do it herself and fix the issues? (Setterlund: seems she will create a plan and inform us on what needs most attention in the Jack House Collection)

Sundbye – Does she catalog the items? Do we have a plan of how to get rid of items?

Setterlund – She will not get rid of anything – it's a way to understand what the home has and how to move forward

Kincaid – We should look at the cost and financials

Sundbye – Can she help us with the carriage house?

**6. Christmas Tree Purchase (Setterlund, Kincaid – 5 Min)**

Recommendation: Allow funds for purchase of the Christmas Tree

Move to another agenda to allow time for research on different Christmas Tree options – reconvene at a meeting closer to December.

Public Comment:

NONE

Committee Comment:

Kincaid – Recommend purchasing new Christmas tree since the current one is broken – we had to throw the other one out (Use up to \$100 to purchase a Christmas tree)

Gordon – Important to get a good tree to last a long time as opposed to a cheap one

**7. Agenda Forecast & Staff Updates (Setterlund – 5 Min)**

Staff report:

- SLO Triathlon
- Family Campouts
- Movies at the Jack House instead of in the Mission Plaza in August
- SHELL ASSESSMENT
- RAILROAD FESTIVAL

Comments:

Setterlund: Let's call in Devin Hyfield to discuss security and the procedures of the "host" at the Jack House – especially during events

Kincaid: September agenda - replace broken sign out front

**ADJOURNMENT**

Meeting adjourned at 6:15 p.m. to the next Jack House Committee Meeting on Wednesday, September 11, 2019 at 5:30 p.m. at the Parks and Recreation Conference Meeting Room located at 1341 Nipomo St, San Luis Obispo, CA 93401.

# JACK HOUSE BYLAWS

## ARTICLE 5. **OFFICERS**

1. The officers shall be a Chairperson and a Vice-Chairperson who shall be elected at the Committee meeting in April for ~~two-year terms~~ **a one-year term**.
  - **An officer may be re-elected for a second one-year term, however, an officer may not serve for more than two consecutive one-year terms.**
  - **After serving two consecutive terms, they may be elected to a different office.**
  - **After serving in the same office for two consecutive years, the Committee member will not be eligible for that office for one year.**
2. The Chairperson shall preside over all meetings of the Committee, assist in preparing all meeting agendas and perform such duties as directed by the Committee.
3. The Vice-Chairperson shall serve in the absence or incapacity of the Chairperson.





# Minutes - FINAL

## MASS TRANSPORTATION COMMITTEE

**Wednesday, November 20, 2019**  
**Regular Meeting of the Mass Transportation Committee**

### **CALL TO ORDER**

A Regular Meeting of the San Luis Obispo Mass Transportation Committee was called to order on Wednesday, November 20, 2019 at 2:31 p.m. in the Council Hearing Room, located at 990 Palm Street, San Luis Obispo, California, by Chair Osumi.

### **ROLL CALL**

**Present:** Committee Members David Figueroa (Member at Large), Robin Kisinger (Senior), Denise Martinez (Disabled), James Thompson (Technical), Marlene Cramer (Cal Poly), Rob Moore (Student), John Osumi (Chair)

**Absent:** None

**Staff:** Transit Manager Gamaliel Anguiano, Transit Coordinator Megan Weeks

### **PRESENTATIONS**

Oath of Office – Rob Moore (Student), Marlene Cramer (Cal Poly)

### **PUBLIC COMMENT ITEMS NOT ON THE AGENDA**

Louise Justice

*--End of Public Comment--*

### **CONSIDERATION OF MINUTES**

#### **1. Consideration of Minutes of the Regular Mass Transportation Committee Meeting of September 11, 2019:**

**ACTION:** UPON MOTION BY COMMITTEE MEMBER FIGUEROA, SECONDED BY COMMITTEE MEMBER MOORE, CARRIED 7-0-0, the Mass Transportation Committee approved the Minutes of the Regular Mass Transportation Committee Meeting of September 11, 2019.

## **PUBLIC COMMENT**

None.

*--End of Public Comment--*

## **PRESENTATIONS**

2. None.

## **BUSINESS ITEMS**

### **3. Election of Officers**

**ACTION:** UPON MOTION BY COMMITTEE MEMBER KISINGER, SECONDED BY COMMITTEE MEMBER MARTINEZ, CARRIED 7-0-0, the Mass Transportation Committee appointed Committee Member Osumi as Chair.

**ACTION:** UPON MOTION BY COMMITTEE MEMBER OSUMI, SECONDED BY COMMITTEE MEMBER KISINGER, CARRIED 7-0-0, the Mass Transportation Committee appointed Committee Member Figueroa as Vice Chair.

### **4. MTC Bylaws Update**

**ACTION:** UPON MOTION BY COMMITTEE MEMBER MOORE, SECONDED BY COMMITTEE MEMBER FIGUEROA, CARRIED 7-0-0, the Mass Transportation Committee recommended to revise the MTC Bylaws by removing one alternate committee member position.

## **COMMENT AND DISCUSSION ITEMS**

### **5. Staff Updates**

Transit Manager Anguiano provided a verbal update and responded to Committee inquiries regarding:

- Transit Manager's Report
- Ridership Summary Report for Fiscal Year 2020
- Wayside Solar-Powered Digital Signage
- GFI Fareboxes
- FTA Triennial Review

Transit Coordinator Weeks provided a verbal update regarding:

- Upcoming service dates and holidays
- Holiday Trolley Service (Nov 29 – Dec 22, 2019)

- Public Meeting (Dec 5, 2019)

**Public Comment**

None.

*--End of Public Comment--*

**ADJOURNMENT**

**ACTION:** UPON MOTION BY COMMITTEE MEMBER MOORE, SECONDED BY COMMITTEE MEMBER CRAMER, CARRIED 7-0-0, the meeting was adjourned at 3:43 p.m.

The next Regular Mass Transportation Committee meeting is scheduled for Wednesday, January 8, 2020 at 2:30 p.m., in the Council Hearing Room, 990 Palm Street, San Luis Obispo, California.

APPROVED BY THE MASS TRANSPORTATION COMMITTEE: 01/08/2020



# Minutes

## PARKS AND RECREATION COMMISSION

**Wednesday, December 4, 2019**

**5:30 p.m.**

**REGULAR MEETING**

**Parks and Recreation  
Council Chambers  
990 Palm Street  
San Luis Obispo, CA**

**CALL TO ORDER** Chair Rodney Thurman

**ROLL CALL:** Chair Rodney Thurman, Vice Chair Robert Spector, Commissioners Kari Applegate, Adam Stowe, and Andrew Webber

**ABSENT:** Commissioner Keri Schwab

**PUBLIC COMMENT:** At this time, people may address the Committee about items not on the agenda. Persons wishing to speak should come forward and state their name and address. Comments are limited to three minutes per person. Items raised at this time are generally referred to staff and, if action by the Committee is necessary, may be scheduled for a future meeting.

**Public Comment:**

NONE

### CONSIDERATION OF MINUTES

#### 1. Minutes of the Parks and Recreation Committee of November 6, 2019.

**ACTION:** APPROVAL OF THE REGULAR MEETING MINUTES OF THE PARKS AND RECREATION COMMISSION FOR NOVEMBER 6, 2019.

CARRIED 5:00:1 to approve the minutes of the Parks and Recreation Advisory Body for the regular meeting of 11/06/19 as motioned by Applegate and second by Stowe.

AYES: APPLEGATE, STOWE, THURMAN, WEBBER, AND SPECTOR  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: SCHWAB

## CONSENT ITEMS

NONE

## BUSINESS ITEMS

### 2. Froom Ranch Specific Plan Draft Environmental Impact Report (Scott – 30 minutes)

**Recommendation:** Provide comments to staff on any additional analysis or information needed to adequately evaluate impacts to parks and recreational facilities in the EIR for the proposed Froom Ranch Specific Plan.

SWCA Environmental Consultant Emily Creel provided a presentation on the draft Environmental Impact Report (EIR) for the Froom Ranch Specific Plan with focus on the parks and facilities associated with the project. The applicant presented preliminary park plans in August 2016 and based on the PRC comments and direction, incorporated 2.9 acres to provide public facilities and park geared toward the Madonna-Froom units. Features within the proposed park acreage would include four historically significant structures, a playground area, picnic areas, parking spaces and a trailhead plaza with bicycle parking. The Villaggio Life Plan Community will include recreation facilities and amenities for Villaggio resident senior population.

With the population increase of the planned project and Villaggio residents and proposed recreational amenities and parks, the plan, including both the Madonna-Froom units and Villaggio Living Units will fall short of the acreage requirements provided in the goals and policies set forth in the General Plan Parks and Recreation Element and require an additional 1.16 acres for Madonna-Froom and 7.32 acres within the Villaggio community to meet the standards.

The draft EIR identified mitigation measures to reduce impacts on recreation facilities including development of additional parkland within the project or provide a contribution of fees in-lieu of for parkland acquisition and improvement.

Comments collected from the PRC review will be included in the Final EIR and public comment for the draft EIR closes on December 23, 2019.

Victor Montgomery, RRM, Froom Ranch Designer, does not believe that 100% occupancy will be obtained so the figures do not truly show the population projections accurately. He believes 512 to 586 residents is a more reasonable number. The Villaggio recreation amenities

focused within the complex is more than accommodating for the residents and needs to be considered within park acreage projections. Regarding the location of the Madonna-Froom proposed park, the historical structures will need to be moved to the location due to the current location located on a fault line. The proposed location will provide reuse opportunities and the park location will provide better emergency access. Use and maintenance of the historic structures will be addressed with City staff and advisory bodies.

### Public Comment

Gary Havis, SLO Resident, recommends that units stay below the 150 ft line, quarry has historic value, bicycle connectivity should be a consideration, more focus on alternative transportation, would the trail be both walking and biking? Historical structures maybe too far gone, consult octagon barn renovations for information.

Neal Havlick, SLO Resident, Follow-up on comments sent to PRC earlier on December 4. Continue to abide by the City of SLO's General Plan policy regarding Hillside Planning Areas, Section H. Restoration of Froom Creek should be addressed – opportunity to bring back running water to the creek. Reject original project, stay below 150 elevation, portions of Irish Hills will be abutted by the project which does not comply with current Open Space ordinances.

### Commissioner Comment

Commissioner Webber: Parkland calculations should move along with the realistic projected residents.

Commissioner Applegate: Would like to see clarification on the number of residents in order to establish parkland. Regarding the historical structures, are they required to be moved as a part of the project within Alternative 1? *Was determined to be an integral part of the project given its historical significance.*

Commissioner Webber: Are the historical structures all or nothing? *CHC would like to see all structures taken together.*

Commissioner Stowe: The Villaggio residents does provide a lot of amenities to the population but there will continue to be an impact to the community due to the active population within the units. With the current shortage of parkland existing within the community, the proposed parkland is short of the goals.

Vice Chair Spector: Compromising on acreage tends to lead to equal or less, never equal or more. Safety plan (proactive prevention of transients and proper park lighting, etc) should be added to the plan. Concur with questions regarding bike connectivity. Questions regarding structures vitality with potential private use or non-use. What is the actual potential of the structures as this is currently unclear?

Chair Thurman: Some of the structures can be reasonably reused but at the burden of the City – similar to the history of the Jack House. Clarification is requested on who is responsible for the retrofitting of the historical structures.



Commissioner Webber: What heights will the multi-unit structures be? (*two-story*)

By consensus (*Commissioner Stowe Abstained*), in favor of Alternative 1 but need clarification on historical structures regarding use, retrofitting, and long term care. Adhere to natural buffers and incorporate connectivity within the plans. Recommend that Froom Creek trail provide both walking and bike access and can be considered within acreage calculations.

**3. Parks and Recreation Master Plan and General Plan Element Update (Avakian/Scott – 10 minutes)**

Director Avakian provided a recap of the goals and concepts provided at the November PRC meeting and provided an updated timeline with emphasis on data, trends and analysis collection by consultants and City staff to further develop working towards a prioritized list as a part of the update to the Parks and Recreation Master Plan and General Plan Element Update. Staff will provide examples of completed Master Plans for other Cities to the PRC for review.

Public Comment

NONE

Commissioner Comment

Chair Thurman: Asked about staff confidence with WRT regarding the completion of the Master Plan and Element Update. *Staff Avakian provided that with the transition of leadership within the City to differing roles, some miscommunication occurred within roles of the consultant and staff. Staff provided WRT with specific responses as to what the City would like to see as a result of the Master Plan and are working with WRT to provide those updates.*

Vice Chair Spector: Inquired into what topics or information will be provided at the February PRC meeting? *Staff Avakian shared that additional data request may be provided depending on the timeline of data provided from consultants for the master plan or may just be an additional update.*

**4. PRC Bylaws Review and Approval (Avakian – 10 minutes)**

**ACTION: APPROVE PARKS AND RECREATION COMMISSION BYLAWS.**

CARRIED 5:0:0:1 Motion to approve bylaws with no changes as motioned by Stowe, second by Webber.



AYES: APPLEGATE, STOWE, THURMAN, WEBBER AND SPECTOR  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: SCHWAB

## SUBCOMMITTEE LIAISON REPORTS & COMMUNICATIONS

### 5. Subcommittee Liaison Reports (Vice Chair Thurman – 15 minutes)

- a. Adult and Senior Programming: Vice Chair Spector: The Senior Center held its annual Thanksgiving luncheon. HVAC unit was successfully installed this week. Holiday festivities and programming will continue in the upcoming months.
- b. Active Transportation Committee: Commissioner Webber: The transition of Pismo St from two to one lane will move forward as part of the 2020 plan. Adding speed bumps within Nipomo and High St to mitigate speeds.
- c. City Facilities (Damon Garcia, Golf, Pool & Joint Use Facilities): Commissioner Applegate:
  - Aquatics:
    - The SLO Swim Center is offering its annual Winter Special, buy December and January, get February free.
  - Facilities
    - The Ludwick Community Center and Senior Center will be closed for general maintenance beginning December 16 through January 2.
  - Golf Course
    - The Pro-Shop recently completed moving the starter desk providing a more open area for golfers to view the course.
    - Night Golf will continue on December 12.
  - Community Services
    - 5<sup>th</sup> annual Gobble Wobble took place on Thanksgiving Day with 444 pre-registered and almost 100 on-site sign-ups at the Laguna Lake Golf Course on November 28.
    - Youth Basketball will begin in January.
- d. Jack House Committee: Commissioner Schwab: Absent.
- e. Tree Committee: Chair Thurman: Tree removal standards will be reviewed at special meeting. Committee will review bylaws. Tree planting will be held Saturday Dec 7 in conjunction with ECOSLO.
- f. Youth Sports Association: Commissioner Stowe: No Report.

### 6. Directors' Report (Avakian - 5 minutes)

- Blomberg asphalt grant submitted by the City to paint murals within City right of ways leading into the mission (Monterey/Chorro).
- Gobble Wobble was a success with over 500 participants
- HVAC installation instrumental by Mayor Harmon. Ribbon Cutting will be held in January
- Winter/Spring Registration has begun. Online digital version is interactive.
- Staff is reviewing Mid-year budget adjustments
- Multiple open space trails are closed due to rain. Website has up to date closures.

- Night Hike program – 278 permits issued since November. Expecting an increase due to the lighted tree at the top of Cerro San Luis in month of December
- Jack House will host its annual Victorian Christmas in December
- Recruitment is taking place for vacant PRC position

## 7. Communication

None

**ADJOURNMENT at 7:22 pm**

To the Public Workshop of the Parks and Recreation Committee as approved by the PRC to **Wednesday, February 5, 2019, at 5:30 p.m., Council Chambers, 990 Palm Street, San Luis Obispo, California.**



The City of San Luis Obispo wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Parks and Recreation Department at (805) 781-7300 at least 48 hours before the meeting, if possible. Telecommunications Device for the Deaf (805) 781-7107.

Meeting audio recordings can be found at the following web address:

<http://opengov.slocity.org/WebLink/1/fol/61014/Row1.aspx>



# Minutes

## Personnel Board

### Regular Meeting Thursday, October 29, 2020

#### **CALL TO ORDER**

A Regular Meeting of the San Luis Obispo Personnel Board was called to order on Thursday, October 29, 2020 at 5:02 p.m., via teleconference, by Chair Dunlop.

#### **ROLL CALL**

**Present:** Board Members Judy Groat, Louise Justice, Jill LeMieux, Vice Chair Calvin Stevens, and Chair Dunlop

**Absent:** None

**Staff:** Human Resources Director Monica Irons, Deputy City Clerk Kevin Christian, Finance Director Brigitte Elke

#### **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

None

#### **1. CONSENT AGENDA – CONSIDERATION OF MINUTES**

**ACTION:** MOTION BY BOARD MEMBER LEMIEUX, SECOND BY JUSTICE, CARRIED 5-0 to approve the Personnel Board Minutes of September 17, 2020.

#### **BUSINESS ITEMS**

#### **2. Overview of Personnel Board Advisory Body Bylaws Update**

Deputy City Clerk Christian presented minor modifications to bylaws as previously proposed by the Personnel Board.

**ACTION:** MOTION BY CHAIR DUNLOP, SECOND BY LEMIEUX CARRIED 5 – 0

### **3. Establish 2021-2023 Personnel Board Advisory Body Goals for Council Consideration**

Human Resources Director Irons introduced Finance Director Brigitte Elke who presented an overview of the City's financial planning process and fiscal climate. Board deliberated on potential major city goals to submit to Council and requested an additional meeting to further discuss and finalize the following:

#### **Background:**

The Personnel Board requests the City Council consider the following goals for the 2021-23 Financial Plan.

#### **Goals:**

##### **1. Diversity, Equity, and Inclusion (DEI)**

The city is committed to policies, practices and structures that support the well-being and empowerment of all residents, marginalized communities, and its employees.

- a) More fully utilize the expertise of the Personnel Board in providing input and oversight into organizational DEI policies, programs, and practices.
- b) Ensure sufficient resources (staff, consultant, and budgetary) are provided to support best practices in DEI in hiring, training, and promotional policies, practices, programs.

##### **2. Fiscal Sustainability**

Engaged employees result in reduced turnover, avoid costs, and provide high level programs and services to the community. COVID 19 has impacted employees, their families, and work practices in many ways.

- a) Support employee engagement, wellness, and resiliency through various avenues including employee surveys, adaptation of work policies established during the COVID 19 pandemic, and resources that support employee mental health.
- b) Ensure appropriate resources are allocated for the above in the 2021-23 Financial Plan.

Board agreed by consensus to reconvene within the next three weeks to finalize goal input to Council.

Chair Dunlop directed Human Resources Director to direct staff to poll the Board members and find a mutually agreeable date and time.

### **ADJOURNMENT**

The meeting was adjourned at 6:24 p.m.

APPROVED BY THE PERSONNEL BOARD: 11/24/2020





## Office of the City Clerk

990 Palm Street, San Luis Obispo, CA 93401-3218  
805.781.7100  
[slocity.org](http://slocity.org)

**FROM:** Kevin Christian  
Deputy City Clerk

**Personnel Board Meeting: October 29, 2020**

**SUBJECT:** ADVISORY BODY BYLAWS UPDATE

### RECOMMENDATION

Approve the draft update to the Personnel Board Advisory Body bylaws as presented.

### DISCUSSION

The City Advisory Body Handbook and Bylaws are updated on a biennial basis. In preparation for the 2020 update the Board reviewed their bylaws at the November 7, 2019 meeting and recommended:

- Article 3, item 1 to read, "The officers shall be a Chairperson and a Vice-Chairperson who shall be elected at the first meeting of odd numbered years to serve two-year terms."

Due to resources being directed towards the City's 2020-21 meta goal for economic stability, recovery and resiliency and the ongoing COVID-19 emergency, the scheduled update was postponed and has not yet been completed. At the September 17, 2020 Personnel Board meeting the Board directed staff to add a section to the Board bylaws to address possible Board conflicts due to personal relationships to employees that may be under review by the Board.

Both recommendations from the November 7, 2019 and September 17, 2020 Personnel Board meetings have been incorporated into the draft Advisory Body Handbook update (Attachment A) that will be presented to City Council at an upcoming meeting, to be determined. Note that in the review of all Advisory Body bylaws a number of changes are being recommended for change for bylaws consistency. One of those items is election of Chair and Vice Chair. Therefore, you will note a reference has been placed in the Personnel Board bylaws to a general section of the Advisory Body Handbook (Attachment B: Advisory Body Handbook, Section 1.H. Officer Election and Officer Terms DRAFT). The proposed update does mimic the intent of the Personnel Board action taken on November 7, 2019.

### ATTACHMENTS

- Attachment A: Personnel Board Bylaws DRAFT
- Attachment B: Advisory Body Handbook, Section 1.H. Officer Election and Officer Terms DRAFT

## Personnel Board Bylaws

### ARTICLE 1. PURPOSE

It is the purpose of the Personnel Board (PB) to hear employee appeals of disciplinary action, to review employee grievances, and to hear issues of Council censure. The Board shall then make advisory recommendations to the City Council. The Personnel Board shall also perform other duties pertaining to personnel management as directed by the City Council.

### ARTICLE 2. MEMBERSHIP AND TERMS OF OFFICE

Five members of the Personnel Board shall be appointed by the City Council and shall serve for terms of four years. Members must be residents and registered voters of the City.

1. Appointments will be made in a staggered every-other-year pattern, such that two members' terms will expire during a given year and the terms of the other three members will expire two years later.
2. Any vacancies on the Personnel Board shall be filled for the unexpired term of the person replaced.
3. Members shall be appointed for no more than two consecutive terms (eight years).

### ARTICLE 3. OFFICERS

1. The officers shall be a Chairperson and a Vice-Chairperson. Election of officers is governed by section 1.H (Advisory Body Basics / Officer Election and Officer Terms). ~~who shall be elected at the first meeting of alternate calendar years to serve two year terms.~~
2. The Chairperson shall preside over all meetings of the Personnel Board, subpoena witnesses and require the production of books, papers and any other materials pertinent to the investigation or hearing.
3. The Vice-Chairperson shall serve in the absence of the Chairperson.
4. The Director of Human Resources or his or her designee shall serve as recording secretary, keeping record of all meetings, and shall issue all necessary notices, copies of agendas, minutes and copies of necessary documents.

#### ARTICLE 4. MEETINGS

1. The Personnel Board shall meet as needed.
2. A quorum is the majority of the total number of established members of the board. Three members of the Board shall constitute a quorum for the transaction of business.  
  
However, for the purpose of a hearing on appeal of a disciplinary action, no Board member may vote on a decision if absent from part of a hearing, unless such member certifies that he/she listened to a recording of or read the transcript of the missed portion of the hearing.
3. Pursuant to Personnel Exception of the Brown Act (Government Code Section 54957), a meeting may be closed to the public at the request of any appellant when the pending issue deals with a particular employee.
4. The Chairperson or the legal advisor to the Board shall administer oaths to all witnesses appearing before the Board. Any regular officer or employee of the City who fails to take the oath or fails to testify truthfully under oath at a hearing shall be subject to disciplinary action.
5. All grievance and disciplinary appeal hearings shall be recorded.
6. At the request of the appellant, a court reporter shall be used. The cost of the court reporter shall be paid as agreed upon by both sides.
7. All actions of the Board shall be decided by majority vote and shall be directed through the Board Chairperson.
8. The Board may meet with its legal advisor, as needed and outside the presence of any other persons, to receive opinions and advice.
9. The Board may direct the parties to submit hearing briefs outlining the facts and arguments to be presented prior to any hearing. The Chairperson shall establish a schedule for submission of the hearing briefs.
10. Personnel Board members are expected to serve in an objective manner when reviewing disciplinary appeal matters or matters of Council censure. If a member has a personal relationship that hinders him/her from remaining objective, therefore presenting due process concerns, he/she should state the relationship on the record and recuse him/herself from the decision. To ensure compliance, the Chair shall ask each member at the beginning of proceedings, if they are able to be objective (whether that was due to a personal relationship, what they had read in the newspaper about the situation, etc.)

#### ARTICLE 5. AMENDMENTS

At such time as these bylaws need to be amended, the Director of Human Resources shall meet with the Board and determine an appropriate procedure for making such amendment(s).

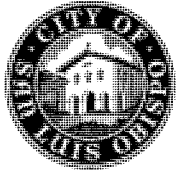


## Section 1. Advisory Body Basics

### H. Officer Election and Officer Terms

1. Election: Regular elections for Advisory Body Chair and Vice Chair shall be held in April of each odd year at a regular meeting. Special elections for Chair or Vice Chair shall be held at the first meeting following the unscheduled resignation of an officer, or other reason for an officer position to become vacant.
2. Terms of Office: The term of office of a chairperson or vice chairperson shall be two years, commencing upon election. No person shall serve as chairperson or vice chairperson for consecutive terms except if noted below. They may serve consecutive terms in different offices (e.g. Vice Chair, then Chair)

Completion of a partial term of office as chairperson or vice chairperson shall not preclude an advisory body member from serving an additional consecutive full term, provided that the partial term served is less than one year, one half of the allowed term.



# PERSONNEL BOARD

## Minutes

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**Thursday, November 7, 2019**  
**Regular Meeting of the Personnel Board**

### **CALL TO ORDER**

A Regular Meeting of the San Luis Obispo Personnel Board was called to order on Thursday, November 9, 2019 at 5:05 p.m. in the Council Hearing Room, located at 990 Palm Street, San Luis Obispo, California, by Chair Dunlop.

### **ROLL CALL**

**Present:** Chair Keith Dunlop, Vice Chair Calvin Stevens, Board Members Judy Groat, Louise Justice

**Absent:** None

**Staff:** Human Resources Director Monica Irons and Deputy City Clerk Kevin Christian

### **PUBLIC COMMENT ITEMS NOT ON THE AGENDA**

None

*--End of Public Comment--*

### **APPROVAL OF MINUTES**

#### **1. Consideration of Minutes of the Regular Personnel Board Meeting of July 19, 2019:**

**ACTION:** UPON MOTION BY BOARD MEMBER STEVENS, SECONDED BY BOARD MEMBER JUSTICE, CARRIED 4-0-0, the Personnel Board approved the Minutes of the Regular Personnel Board Meeting of July 19, 2019, as presented.

### **PUBLIC COMMENT**

None.

*--End of Public Comment--*

## **BUSINESS ITEMS**

### **1. Bylaw Review and Approval (Irons)**

Human Resources Director Monica Irons introduced Deputy City Clerk Kevin Christian who highlighted differences between Personnel Board Bylaws and those of other advisory bodies and responded to Board questions.

**ACTION:** UPON MOTION BY CHAIR DUNLOP, SECONDED BY VICE CHAIR STEVENS, CARRIED 4-0-0, recommending that City Council modify the Personnel Board Bylaws Article 3, item 1 to read, “The officers shall be a Chairperson and a Vice-Chairperson who shall be elected at the first meeting of odd numbered years to serve two-year terms.”

By consensus Board directed staff to consult with the City Attorney and report back to the Board regarding Article 4, item 7, requiring a majority vote of the Board for action and what happens in the event of a 2-2 vote.

#### **Public Comment**

None.

*--End of Public Comment--*

## **COMMENT AND DISCUSSION**

Human Resources Director Monica Irons provided an agenda forecast.

## **ADJOURNMENT**

The meeting was adjourned at 5:43 p.m. The next Special Personnel Board meeting is scheduled for Thursday, January 23, 2020 at 9:00 a.m., in the Council Hearing Room, 990 Palm Street, San Luis Obispo, California.

APPROVED BY THE PERSONNEL BOARD: 09/17/2020



# Minutes

## Planning Commission

**Special Meeting**  
**Wednesday, November 6, 2019**

### **CALL TO ORDER**

A Special Meeting of the San Luis Obispo Planning Commission was called to order on Wednesday, November 6, 2019 at 6:05 p.m. in the Council Hearing Room, Room 9, located at 990 Palm Street, San Luis Obispo, California, by Chair Wulkan.

### **ROLL CALL**

**Present:** Commissioners Robert Jorgensen, Steve Kahn, John McKenzie, Nicholas Quincey, Charles Stevenson, Vice-Chair Hemalata Dandekar and Chair Mike Wulkan

**Absent:** None

**Staff:** Community Development Director Michael Codron, Principal Planner Tyler Corey, Assistant City Attorney Charles Bell, and City Clerk Teresa Purrington

### **Pledge of Allegiance**

Chair Wulkan led the Pledge of Allegiance.

### **1. PLANNING COMMISSION RETREAT**

#### **A. Overview of Community Development Department work program and opportunities for input**

- How the Planning Commission can influence the work program through Financial Plan process
- Timing for input

Community Development Director Michael Codron and Principal Planner Tyler Corey provided an overview the Community Development Department work program and responded to questions.

**ACTION:** No action taken of this item.

B. Roles & Responsibilities with updated Zoning Regulations

Community Development Director Michael Codron and Principal Planner Tyler Corey provided an overview of the changes in the roles and responsibilities of the Commission with the updated Zoning Regulations.

**ACTION:** No action taken on this item.

C. Meeting Management

- Public Hearing Consent Agenda
  - Discuss project types that could fit this category
- Time estimates for agenda items with goal of three-hour maximum meetings
- Utilizing Roberts Rules of Order to assist with efficient meeting management

Principal Planner Tyler Corey provided an overview of meeting management.

**ACTION:** By consensus, the Commission agreed to test having a Consent Section on the Agenda.

D. Bylaws

- Council to consider changes to the Advisory Body Bylaws in February
- Meeting attendance
- New proposed meeting start time of 5:30 p.m.?
- Voting and recusals

City Clerk Teresa Purrington led the Commission with a review of the Planning Commission bylaws.

**ACTION:** By consensus, the Planning Commission recommended the attached changes to the bylaws. (See attached highlight and strikethrough of the bylaws)

E. Questions of Staff

The Commission discussed Objective Standards and Growth Management Strategies.

**ACTION:** No action was taken on this item.

**PUBLIC COMMENTS ON ITEMS ON THE AGENDA**

Steve Delmartini

*--End of public comment--*

**COMMENT AND DISCUSSION**

2. Agenda Forecast – Principal Planner Tyler Corey provided an update of upcoming projects.

**ADJOURNMENT**

The meeting was adjourned at 8:13 p.m. The next Regular meeting of the Planning Commission is scheduled for Wednesday, November 13, 2019 at 6:00 p.m., in the Council Chamber, 990 Palm Street, San Luis Obispo, California.

APPROVED BY THE PLANNING COMMISSION: 01/08/2020

## L. Planning Commission Bylaws (A)

### MEMBERSHIP

The Planning Commission (PC) has seven members who are not necessarily planning professionals. Members must be residents and registered voters of the City. No special training is required for appointment. Members occasionally may be requested to attend seminars and workshops to enhance skills in planning.

### PURPOSE

The Planning Commission's basic responsibility is to make recommendations to the City Council for the City's development, as set forth in San Luis Obispo Municipal Code §2.12.040. To carry out this responsibility the commission will:

1. Prepare and recommend a general plan and appropriate attachments;
2. Prepare and recommend appropriate specific plans;
3. Review the City's capital improvement program annually;
4. Perform authorized duties related to development review;
5. Perform such other duties required by the Council or by State or City laws.

### ARTICLE 1. MEETINGS

1. Regular meetings shall be held at 6:00 p.m. on the second and fourth Wednesday of each month.
2. No agenda item shall be introduced after 10:00 p.m. ~~11:00 p.m.~~ without the consent of a majority of Commissioners present.
3. Regular meetings shall be held in the Council Chamber, City Hall, 990 Palm Street, San Luis Obispo, California.
4. In the event the Planning Commission desires to hold all or any portion of a regular meeting at a place other than the City Hall, then the place of such meeting shall be posted on the bulletin board located at the entrance to City Hall prior to the time herein designated for such regular meetings in accordance with law.



**ARTICLE 2. ELECTION OF OFFICERS**

1. The Commission shall select a Chairperson and Vice-Chairperson from among its members to serve for a one-year term beginning the first meeting in April of each year.
2. Commissioners shall serve as Chairperson or Vice-Chairperson at the discretion of the Commission.
3. The Chairperson shall preside at all meetings of the Commission. The Vice-Chairperson is Chairperson in the absence of the Chairperson or in case of inability of the Chairperson to act.
4. No person shall serve as Chairperson or Vice-Chairperson for more than two consecutive terms.

**ARTICLE 3. CONDUCT OF MEETINGS**

1. Commissioners should address questions through the Chairperson.
2. Members of the audience should address Commissioners or other persons present through the Chairperson.
3. Procedure for reviewing public hearing items:

After roll call the Chairperson shall announce to the public the procedures to be followed to consider the public hearing items and then proceed as follows:

- a. The Chairperson shall introduce the items and ask for oral staff reports.
- b. The staff report precisely submitted to the Planning Commission shall be placed into the record with all communications received regarding the proposal. Staff reports shall be submitted for all public hearing items in a form acceptable to the commission.
- c. The applicant shall be invited to make a presentation on behalf of the request.
- d. Members of the public wishing to speak in favor or in opposition of the application shall be invited to make a presentation.
- e. The applicant shall have the opportunity at the end of the public hearing to address comments made by the public and address any further commission questions.
- f. The public hearing shall be closed to the public and discussion confined to members of the Commission; provided that the Commission may reopen the public hearing at any time prior to a decision on an item on an affirmative vote of the majority of those members present.

- g. The Commission, upon formal motion, shall take action to dispose of the proposal. The Chairperson shall announce the vote and thereafter, inform the applicant and public of the right of appeal and procedures for filing such appeal.

#### ARTICLE 4. **QUORUM**

Four members of the Planning Commission constitute a quorum for transacting business.

#### ARTICLE 5. **VOTING**

1. Except as otherwise provided in the San Luis Obispo Municipal Code and state law, no resolution, motion or any other action shall be passed or become effective without receiving the affirmative vote of at least a majority of members present.
2. Failure to receive such an affirmative vote shall result in failure or denial, as appropriate, of the motion, resolution or other action.
3. Except as allowed under the Political Reform Act of 1974, any member abstaining due to a declared conflict of interest shall not participate in the discussion of the items or otherwise influence or attempt to influence in any manner the decision on the item.
4. All members, when present, must vote except when abstaining due to a declared conflict of interest.
5. Failure or refusal to vote when present—except for a declared conflict of interest— shall be counted as an affirmative vote.

#### ARTICLE 6. **PUBLIC RECORDS**

Records of all public hearings shall be made available to the public in the office of the Community Development Department.

#### ARTICLE 7. **ATTENDANCE**

Any member of the Planning Commission who fails, for any reason, to attend three consecutive regular, adjourned regular, or specially-scheduled (excluding Commission site visits) meetings, or a total of six such commission meetings within any 12-month period, shall be automatically considered by the City Council for removal from office. The Chairperson shall inform the Council of such situation, explaining any special circumstances.

#### ARTICLE 8. **POLICY**

All matters of policy not covered by law may be adopted as a “Resolution of Policy” and when so adopted shall be considered the official policy of the Planning Commission subject to ratification of the City Council.

**COMPENSATION**

The City Council has approved a stipend of \$70 ~~\$60~~ per meeting (not to exceed \$280 ~~\$240~~ monthly) for each member of the Planning Commission (Resolution No. 10887 ~~10516~~ [2018 ~~2014~~ Series]).



# PROMOTIONAL COORDINATING COMMITTEE

## Minutes

**Wednesday, November 13, 2019**  
**Regular Meeting of the Promotional Coordinating Committee**

### **CALL TO ORDER**

A Regular Meeting of the San Luis Obispo Promotional Coordinating Committee was called to order on Wednesday, November 13, 2019 at 5:30 p.m. in the Council Hearing Room, located at 990 Palm Street, San Luis Obispo, California, by Chair Matteson.

### **ROLL CALL**

**Present:** Committee Members Melissa Godsey (arrived at 5:36 p.m.), Daniel Levi, Bruce Skidmore, Vice Chair John Thomas and Chair Dana Matteson

**Absent:** Member Heath

**Staff:** Tourism Manager Molly Cano and City Clerk Teresa Purrington

### **PUBLIC COMMENT ITEMS NOT ON THE AGENDA**

None

*--End of Public Comment--*

### **CONSENT ITEMS**

**ACTION:** UPON MOTION BY COMMITTEE MEMBER LEVI, SECONDED BY COMMITTEE MEMBER SKIDMORE, CARRIED 4-0-2 (MEMBERS GODSEY AND HEATH ABSENT) to approve the Consent Agenda items 1 thru 7.

**C.1 Minutes of the Meeting on October 9, 2019**

**C.2 2019-20 Community Promotions Budget Report**

**C.3 Public Relations Report**

**C.4 Grants-in-Aid Support Report**

**C.5 Visitors Center Report**

**C.6 SLO Happenings Activity Report**

**C.7 TOT Report**

## **PRESENTATIONS**

### **1. PUBLIC RELATIONS MONTHLY ACTIVITY UPDATE**

Jacqui Clark-Charlesworth, Public Relations provided a PowerPoint presentation and responded to Committee inquiries.

**ACTION:** No action was taken on this item.

## **BUSINESS ITEMS**

### **2. HRC DIVERSITY & INCLUSION PROGRAM**

Housing Coordinator, Cara Vereschagin provided a PowerPoint presentation and responded to Committee inquiries.

#### **Public Comment**

None.

*--End of Public Comment--*

**ACTION:** No action taken on this item.

### **3. BANNER PROJECT UPDATE**

Molly Cano, Tourism Manager reviewed the status of the Downtown banners, the railroad square banners, Holiday banners and the style guide development.

#### **Public Comment**

None.

*--End of Public Comment--*

**ACTION:** UPON MOTION BY COMMITTEE MEMBER LEVI, SECONDED BY VICE CHAIR THOMAS, CARRIED 5-0-1 (MEMBER HEATH ABSENT), to move forward with resizing the artwork for banners for cobra head light posts at a cost of XXXXX.

### **4. PUBLIC RELATIONS STRATEGIC PLAN IMPLEMENTATION COMPONENTS**

Jacqui Clark-Charlesworth, Public Relations representative, presented and update on the implementation components for the 2019-20 Public Relations Strategic Plan.

#### **Public Comment**

None.

--End of Public Comment--

**ACTION:** No action taken on this item.

## **5. REVIEW OF COMMITTEE BYLAWS**

Tourism Manager Molly Cano and City Clerk Teresa Purrington lead the Committee in a review of the bylaws for the Promotional Coordinating Committee.

**ACTION:** UPON MOTION BY COMMITTEE MEMBER GODSEY, SECONDED BY MEMBER SKIDMORE, CARRIED 5-0-1 (MEMBER HEATH ABSENT) to recommend to City Council the following changes to the PCC bylaws:

### **ARTICLE 2. MEMBERSHIP**

The PCC shall consist of seven members appointed by the Council. Six of the members shall be residents of the City of San Luis Obispo. The seventh member shall be the Chair of the Tourism Business Improvement District (TBID) Board **or another Member of the TBID board** as appointed by the TBID Board. Committee members shall be appointed for a term of four years, commencing on April 1st or other date as directed by the Council. No Committee member shall serve more than two consecutive terms (eight years) on the PCC. Any Committee member who has been appointed to fill a vacant seat in mid-term shall not be precluded from thereafter serving two four-year terms (eight years), so long as the initial, partial term is less than one year. The representative from the TBID Board shall serve a term concurrent with his/her term on ~~as the Chairperson of the TBID Board.~~

### **ARTICLE 5. SUBCOMMITTEES**

Subcommittees shall be appointed, as needed, by the Chairperson. ~~Standing subcommittees are:~~ **The Grants-in-Aid and Events Promotion subcommittees is the only standing subcommittee.** The subcommittee members will serve for a two-year term. After two years they will automatically rotate to the other standing subcommittee.

## **PCC LIAISON REPORTS AND COMMUNICATION**

### **1. COMMITTEE OUTREACH UPDATE**

### **2. GIA UPDATE –**

### **3. TBID BOARD REPORT –** Member Skidmore provided a report on the TBID Meeting

### **4. TOURISM PROGRAM UPDATE -** Tourism Manager Cano provided a brief Tourism Program update.

## **ADJOURNMENT**

The meeting was adjourned at 7:31 p.m. The next Regular Promotional Coordinating Committee meeting is scheduled for Wednesday, December 11, 2019 at 5:30 p.m., in the Council Hearing Room, 990 Palm Street, San Luis Obispo, California.

APPROVED BY THE PROMOTIONAL COORDINATING COMMITTEE: 12/11/2019



# **TOURISM BUSINESS IMPROVEMENT DISTRICT BOARD**

## **Minutes**

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**Wednesday, November 13, 2019**  
**Regular Meeting of the Tourism Business Improvement District Board**

### **CALL TO ORDER**

The regular meeting of the San Luis Obispo Tourism Business Improvement District Board was called to order on Wednesday, November 13, 2019 at 10:03 a.m. in the Kinney, located at 1800 Monterey Street, San Luis Obispo, California, by Chair Bruce Skidmore.

### **ROLL CALL**

**Present:** Chair Bruce Skidmore and Board Members Nipool Patel, Dean Hutton, LeBren Young-Harris, Pragna Patel-Mueller, and John Conner

**Absent:** Kristin Battaglia

**Staff:** Tourism Manager Molly Cano and Tourism Coordinator Chantal Burns

### **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

None

*--End of Public Comment--*

### **CONSENT ITEMS**

C.1 Minutes of Meeting on Wednesday, October 9, 2019

C.2 Smith Travel Report

C.3 SLO Chamber Public Relations Activities Report

C.4 AMF + Matchfire Marketing Services Report

C.5 SLO Chamber Guest Services Report

C.6 Transient Occupancy Tax (TOT) Report

C.7 Marketing Committee Approved 2020 Money for a Rainy Day Program Plan

Tourism Manager Cano presented C.7 budget for program plan context and board member understanding.

### **Public Comment**

None.

*--End of Public Comment--*

**ACTION:** MOTION BY COMMITTEE MEMBER CONNER, SECONDED BY COMMITTEE MEMBER HARRIS, CARRIED 6-0-1, TO APPROVE THE CONSENT AGENDA ITEMS 1 THRU 7.



## **PRESENTATIONS**

### **1. TOT ORDINANCE REVISION UPDATE**

City of San Luis Obispo's Budget Analyst, Natalie Harnett, presented the proposed amendments to Title 3 related to the TOT ordinance and answered board member questions.

#### **Public Comment**

None.

*--End of Public Comment--*

No action was taken on presentation items.

## **BUSINESS ITEMS**

### **1. DENVER TRAVEL & ADVENTURE SHOW ACTIVATION**

Tourism Manager Cano reviewed the Marketing Committee's strategy and process leading to the recommendation of participating in the 2020 Denver Travel and Adventure Show. The recommendation includes expanded involvement through partnerships, a media portion and show buildout component. Staffing of the tradeshow will include the City's Tourism Manager and Tourism Coordinator and the Chamber's Public Relations and Visitor Center Managers.

#### **Public Comments:**

None.

*---End of Public Comments---*

**ACTION:** MOTION BY BOARD MEMBER PATEL, SECOND BY BOARD MEMBER HUTTON, CARRIED 6-0-1, to move forward with the presented plan for the 2020 Denver Travel and Adventure Show and approve the release of a \$30,000 not to exceed budget.

### **2. REVIEW OF COMMITTEE BYLAWS**

The Board performed the bi-annual review of the TBID Board the bylaws and discussed any necessary amendments to be submitted to the City Council. City Clerk Teresa Purrington answered questions and provided input on the TBID's bylaws.

#### **Public Comments:**

None.

*---End of Public Comments---*

**ACTION:** MOTION BY BOARD MEMBER PATEL, SECOND BY BOARD MEMBER PATEL-MUELLER, CARRIED 6-0-1, Recommending to the City Council that the following changes be made to the TBID bylaws:

#### **ARTICLE 2. MEMBERSHIP**

One member of the TBID Board shall be appointed by the Board to the Promotional Coordinating Committee for a term concurrent with his/her TBID Board term. In the event no member of the Board can serve on both Boards, the responsibility will fall to the Chair.

### **3. TBID MARKETING SERVICES RFP UPDATE**

The RFP Taskforce reported on their current progress with the Marketing Services RFP including draft work, timelines and approval goals. Board members discussed the presented material and provided input on the process.

#### Public Comments:

None.

---End of Public Comments---

No action was taken on this item.

## **TBID LIAISON REPORTS AND COMMUNICATION**

### **1. Hotelier Update -**

- Visit CA ballots are out
- Recent TBID hotel name changes

### **2. Management Committee Update - November 7, 2019 minutes are in the packet for review.**

### **3. Marketing Committee Update – November 6, 2019 minutes are in the packet for review.**

### **4. PCC Update – October 9, 2019 minutes in packet for review.**

### **5. SLO CAL Update – Tourism Manager Cano;**

- Transitions in SLO CAL staff
- Working on creating a potential quarterly meeting for the PR reps in the county
- Restaurant month will be in January and signups close this week

### **6. Tourism Program Update – Tourism Manager Cano;**

- CHLA – October workshops with the BEST training and local law enforcement
- Sip, Stay & Save promotion updates
- Conference Center update
- Strategic Partners:
  - i. CCTC
  - ii. Visit SLO CAL
- Annual Public Hearing passed at the November 12, 2019 meeting
- Upcoming dates to remember

## **ADJOURNMENT**

The meeting was adjourned at 11:49 a.m. The next Tourism Business Improvement District Board meeting is scheduled for December 11, 2019 at 10:00 a.m., at City Hall, 990 Palm Street, San Luis Obispo, CA.

APPROVED BY THE TOURISM BUSINESS IMPROVEMENT DISTRICT BOARD: 12/11/2019



# TREE COMMITTEE

## Minutes

Thursday, December 5, 2019  
Special Meeting of the Tree Committee

### CALL TO ORDER

A Regular Meeting of the San Luis Obispo Tree Committee was called to order on Monday, December 5, 2019 at 5:00 p.m. in Conference Room A, located at 25 Prado Road, San Luis Obispo, California, by Chair Loosley.

### ROLL CALL

**Present:** Committee Members Elizabeth Lucas, Allen Root, Rodney Thurman, Vice Chair Jane Worthy, Chair Scott Loosley

**Absent:** Committee Members Alan Bate and Sean O'Brien

**Staff:** Matt Horn, Deputy Director Public Works, Charles Bell, Assistant City Attorney City Arborist Ron Combs and Teresa Purrington, City Clerk

### BUSINESS ITEMS

#### 1. Review of Tree Committee Bylaws

Teresa Purrington, City Clerk provided a review of the Tree Committee bylaws and responded to Committee inquiries.

#### Public Comment

None.

*--End of Public Comment--*

**ACTION:** By consensus the Committee made the following recommended changes to the bylaws:

#### ARTICLE 2. COMMITTEE MEMBERSHIP

The Tree Committee shall have seven members and shall consist of ~~one representative from the Parks and Recreation Commission~~, one representative from the Architectural Review Commission, and ~~five-six~~ members from the general public (~~one two~~ of whom shall be a horticultural expert, if possible). Members must be residents and registered voters of the City.

#### ARTICLE 4. MEETINGS

1. The Committee will hold a regular meeting each month.
2. Regular meetings will be held at ~~5:00~~5:30 pm the fourth Monday of each month.
4. A quorum will consist of four ~~three~~ voting Committee members.
7. The Chairperson or any four ~~three~~ members of the Committee may call a special meeting provided that a week's prior notice is given in writing to each member and the meeting is otherwise properly noticed pursuant to the Brown Act.

## **2. Review of Tree Ordinance Revisions**

Matt Horn, Deputy Director for Public Works provided a presentation on the revised Tree Ordinance and responded to Committee inquiries.

Charles Bell, Assistant City Attorney provided a presentation on purview and legal requirements and responded to Committee inquiries.

### **Public Comment**

Will Powers

*--End of Public Comment--*

**ACTION:** No action taken on this item.

## **ADJOURNMENT**

The meeting was adjourned at 6:58 p.m. The next Rescheduled Regular Tree Committee meeting is scheduled for Tuesday December 10, 2019 at 5:00 p.m., in Conference Room A, located at 25 Prado Road, San Luis Obispo, California.

APPROVED BY THE TREE COMMITTEE: 01/27/2020