



## Staff Report

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**TO:** Town of Loomis Honorable Mayor and Council Members  
**FROM:** Anders Hauge, On-Call Planning Consultant  
**DATE:** September 8, 2020  
**RE:** Town of Loomis General Plan Committees

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### Recommendation

Review the Memorandum on the General Plan Update Committee Formation Process and the Draft Statement of Interest, participate in the presentation to the Council, receive the community's input, and provide direction to the Town staff.

### Issue Statement and Discussion

The Town Staff will make a presentation on the recommendation for the formation of the General Plan Update Committees for Town Council consideration and direction.

### CEQA Requirements

No CEQA required

### Financial and/or Policy Implications

Council direction may have financial or policy implications. If financial or policy implications are identified these will be brought to the Council for action at a future meeting.

### Attachments

Memorandum - General Plan Update Committee Formation Process  
Draft – Statement of Interest and Qualifications

## MEMORANDUM

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**TO:** Loomis Town Council

**FROM:** Christy Consolini and Anders Hauge, HBA

**DATE:** September 8, 2020

**SUBJECT:** Loomis General Plan Update Committees

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### GENERAL PLAN UPDATE COMMITTEE FORMATION PROCESS

#### Purpose and Types of Committees

The purpose of a General Plan Update Committee is to provide the Town Planning Commission and Town Council with local insight to issues and solutions for specific topics. Loomis business owners, property owners and residents will bring unique experience and knowledge to the Town in how best to meet the Town's Goals through policies and implementation.

It is anticipated the Town will have multiple General Plan Update committees, that may include a committee for each element and the potential for subcommittees that address detailed content, such as land use. The Housing Element Committee will need to be formed quickly to meet the May 2021 state mandated adoption deadline.

Committees will be expected to confirm the setting reflects the existing conditions in the Town, and recommend a vision statement/guiding principals, goals, policy, implementation measures.

The following committees and sub-committees are proposed, subject to additions identified during the update process:

- Housing Element (Element V)
- Land Use Element (Element III)
  - Potential subcommittees
    - Sierra College Boulevard North of the Railroad ROW
    - North-West of I-80/Horseshoe Road/King Road
    - South-East of I-80/Horseshoe Bar Road
    - Taylor Road/Downtown Business Corridor (Rural Main Street Technical Assistance Program)
- Parks and Recreation Element (Land Use Element III)
- Economic Development Element (Land Use Element III)
- Circulation Element (Element IV)
- Conservation of Resources Element (Element VII)
  - Potential subcommittees
    - Biological Resources and Open Space
    - Cultural and Historic Resources
    - Air Quality, Greenhouse Gases, and Climate Adaptation
- Public Health and Safety Element (Element VIII)
  - Potential subcommittees
    - Noise
    - Safety
- Public Services, Facilities, and Finances (Element VI)
- Environmental Justice Element (New Element - IX)

**Committee Composition**

Committees will typically consist of five members with potentially up to ten members appointed by the Town Council. One Council Member will chair each committee. A Planning Commissioner will serve as the Vice Chair. Committee voting members shall be Loomis property owners, businesses, and/or residents. The Council may elect to have non-voting auxiliary members. Auxiliary members may be persons outside of Loomis who have expertise or experience in regard to the committee topic.

**Committee Selection**

Individuals need to submit a statement of interest and qualifications to the Town Council. The statement of interest and qualification form will be available to all interested parties. The form includes:

1. Name and residential address;
2. Business name and property address;
3. A statement of interest discussing why they want to serve;
4. The committee(s) on which they wish to serve;
5. Information on their qualifications for serving, such as work or life experience, prior involvement in related projects or committees, community involvement, or other information that Council can use in selecting the committee members; and
6. Availability to participate (days and times that are not inconvenient).

This form will be posted to the Town's General Plan Update website and available at the Town office. Forms are requested to be submitted by September 21, 2020 for Council consideration and will be accepted after that date if additional committee members are needed.

The Town Council will select and appoint the Committee members and each member will be informed once the Committee has been established.

**Committee Operation**

Committees will be expected to meet on a regular basis throughout the General Plan Update process. The meetings may include online conference meetings, in-person meetings, collaboration sessions, site visits, or other meeting types depending on the agenda. If in-person meetings are held during the COVID-19 pandemic period, participants will be required to wear face coverings and physical-distancing will be implemented.



# Town of Loomis


GENERAL PLAN UPDATE - COMMITTEES





# GENERAL PLAN UPDATE COMMITTEE PURPOSE

- Provide agency and local insight
  - General Plan and CEQA Settings
  - Vision
  - Goals
  - Policies
  - Objectives
  - Implementation Programs
  - Issues
  - Solutions
- Committee Input Utilized by
  - Planning Commission
  - Town Council



# GENERAL PLAN UPDATE

## Potential Committees

- Housing Element (Element V)
- Land Use Element (Element III)
  - Potential subcommittees
    - Sierra College Boulevard North of the Railroad ROW
    - North-West of I-80/Horseshoe Road/King Road
    - South-East of I-80/Horseshoe Bar Road
    - Taylor Road/Downtown Business Corridor (Rural Main Street Technical Assistance Program)
- Parks and Recreation Element (Land Use Element III)
- Economic Development Element (Land Use Element III)



# GENERAL PLAN UPDATE

## Potential Committees

- Circulation Element (Element IV)
- Conservation of Resources Element (Element VII)
  - Potential subcommittees
    - Biological Resources and Open Space
    - Cultural and Historic Resources
    - Air Quality, Greenhouse Gases, and Climate Adaptation
- Public Health and Safety Element (Element VIII)
  - Potential subcommittees
    - Noise
    - Safety
- Public Services, Facilities, and Finances (Element VI)
- Environmental Justice Element (New Element - IX)





# GENERAL PLAN UPDATE

## Committee Composition

- Membership
  - Five, up to ten members
  - Town Council appointed
  - Committee Chair – Council Member
  - Committee Vice Chair – Planning Commission Member
  - Voting members shall be Town of Loomis:
    - Property owners
    - Businesses
    - Residents
  - Non-Voting auxiliary members
    - Persons providing expertise or experience
    - Outside the Town of Loomis





# GENERAL PLAN UPDATE Committee Selection

- Submit a statement of interest and qualifications
  - Name and residential address
  - Business name and property address
  - A statement of interest discussing why they want to serve
  - The committee(s) on which they wish to serve
  - Information for serving, such as;
    - work or life experience,
    - prior involvement in related projects or committees,
    - community involvement,
    - or other useful information
- Availability to participate (days and times that are not inconvenient).



**TOWN OF LOOMIS**  
General Plan Update Committee  
Statement of Interest and Qualifications

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Loomis Property Address (if different): \_\_\_\_\_  
Loomis Business Name (if applicable): \_\_\_\_\_  
Business Address (if applicable): \_\_\_\_\_

**Committee(s) of Interest:**

|  |   |   |
|--|---|---|
| <input type="checkbox"/> Housing (V)   | <input type="checkbox"/> Circulation (IV)   | <input type="checkbox"/> Environmental Justice (New IX)                                     |
| <input type="checkbox"/> Land Use: General (III)   | <input type="checkbox"/> Land Use Sub Committee: Sierra College Boulevard North-West of Railroad ROW (III)    | <input type="checkbox"/> Land Use Sub Committee: South-East I-80/Horseshoe Bar Rd (III)     |
| <input type="checkbox"/> Land Use Sub Committee: North-West of I-80 /Horseshoe Bar Road/King Road (behind Raley's) | <input type="checkbox"/> Land Use Sub Committee: – Taylor Road/Downtown Business Corridor (III)               | <input type="checkbox"/> Parks and Recreation (Land Use III)                                |
| <input type="checkbox"/> Economic Development (Land Use III)   | <input type="checkbox"/> Public Services, Facilities, and Finances (VI)                                       | <input type="checkbox"/> Conservation of Resources: General (VII)                           |
| <input type="checkbox"/> Conservation of Resources: Historic & Cultural Resources (VII)                            | <input type="checkbox"/> Conservation of Resources: Air Quality, Greenhouse Gases, & Climate Adaptation (VII) | <input type="checkbox"/> Conservation of Resources: Biological Resources & Open Space (VII) |
| <input type="checkbox"/> Public Health and Safety (VIII)   | <input type="checkbox"/> Noise (VIII)   | <input type="checkbox"/> Other _____  |

**Statement of Interest:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Statement of Qualifications:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Experience, Skills, Perspectives, or Qualifications Applicable to the Committee(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Participation Availability (Convenient Days/Times):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# GENERAL PLAN UPDATE Committee Selection

- Statement of Interest and Qualifications Form
  - Posted on Town Web site. <https://loomis.ca.gov/general-plan-update>
  - Requested by September 21, 2020
  - Hand deliver or email to [GUpdate@loomis.ca.gov](mailto:GUpdate@loomis.ca.gov)
- Town Council Appointments
  - Initial appointments at the Councils October 13<sup>th</sup> meeting
  - Council may adjust committees and appointments throughout the process





# GENERAL PLAN UPDATE Committee Operation

- Meet on a regular basis throughout the General Plan Update process
- Meetings
  - Online conference meetings,
  - In-person meetings,
  - Collaboration sessions,
  - Site visits, or
  - other meeting types depending on the agenda.
- If in-person meetings are held during the COVID-19 pandemic period, participants will be required to wear face coverings and physical-distancing will be implemented.



# BE INVOLVED AND INFORMED

- Information
  - <https://loomis.ca.gov/general-plan-update>
- Comment/Participate
  - Email: [GPUupdate@loomis.ca.gov](mailto:GPUupdate@loomis.ca.gov)
  - Snail mail:  
Town of Loomis  
P.O Box 1330  
Loomis, CA 95650
- Drop off:  
Town of Loomis  
3665 Taylor Road  
Loomis, CA 95650





# DISCUSSION

## Town of Loomis

GENERAL PLAN UPDATE - COMMITTEES





**TOWN OF LOOMIS**  
General Plan Update Committee  
Statement of Interest and Qualifications

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Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Loomis Property Address (if different): \_\_\_\_\_

Loomis Business Name (if applicable): \_\_\_\_\_

Business Address (if applicable): \_\_\_\_\_

**Committee(s) of Interest:**

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Housing (V)  | <input type="checkbox"/> Circulation (IV)   | <input type="checkbox"/> Environmental Justice (New IX)   |
| <input type="checkbox"/> Land Use: General (III)  | <input type="checkbox"/> Land Use Sub Committee:<br>Sierra College Boulevard North-<br>West of Railroad ROW (III)   | <input type="checkbox"/> Land Use Sub Committee:<br>South-East I-80/Horseshoe<br>Bar Rd (III)     |
| <input type="checkbox"/> Land Use Sub Committee:<br>North-West of I-80<br>/Horseshoe Bar Road/King<br>Road (behind Raley's) | <input type="checkbox"/> Land Use Sub Committee: –<br>Taylor Road/Downtown<br>Business Corridor (III)               | <input type="checkbox"/> Parks and Recreation (Land<br>Use III)                                   |
| <input type="checkbox"/> Economic Development<br>(Land Use III)   | <input type="checkbox"/> Public Services, Facilities, and<br>Finances (VI)  | <input type="checkbox"/> Conservation of Resources:<br>General (VII)                              |
| <input type="checkbox"/> Conservation of Resources:<br>Historic & Cultural Resources<br>(VII)                               | <input type="checkbox"/> Conservation of Resources: Air<br>Quality, Greenhouse Gases, &<br>Climate Adaptation (VII) | <input type="checkbox"/> Conservation of Resources:<br>Biological Resources &<br>Open Space (VII) |
| <input type="checkbox"/> Public Health and Safety<br>(VIII)   | <input type="checkbox"/> Noise (VIII)   | <input type="checkbox"/> Other _____  |

Statement of Interest: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Statement of Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Experience, Skills, Perspectives, or Qualifications Applicable to the Committee(s):

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\_\_\_\_\_

\_\_\_\_\_

TOWN OF LOOMIS  
P.O. Box 1330  
Loomis, CA 95650