

De La Guerra Plaza Revitalization Advisory Committee Meeting Protocols
Adopted November 8, 2019

1. **Committee and Staff:** The Advisory Committee is comprised of ten representatives: Two from City Council; two from Historic Landmarks Commission; two from Planning Commission; two from Parks & Recreation Commission; one from Santa Barbara Trust for Historic Preservation; and one from the Santa Barbara Farmers Association. The Advisory Committee will provide input to staff through the staff liaison, . The role of City and other agency staff is to provide support and information that reinforces the problem-solving and advisory role of the Advisory Committee and receives and incorporates advice into preliminary design of the Plaza. The Staff liaison will develop agendas, presentations and meeting minutes.

2. **Meeting Attendance:** Regular attendance at meetings of the Advisory Committee is encouraged so as to satisfy quorum requirements and conduct business in a timely and expedient manner. A quorum for meeting is a majority of the members of the Committee.

3. **Providing Guidance:** The De La Guerra Plaza Revitalization Advisory Committee (Plaza Revitalization Advisory Committee) will strive to reach a general agreement on matters of substance so as to advise Staff. The role of the Plaza Revitalization Advisory Committee is to provide advice to staff for the development of a potential project to be submitted through the City’s review process. When unable to support a general agreement, a member has an obligation to demonstrate that the item at issue is a matter of such importance that his or her commission/council’s interests would be substantially and adversely affected by the proposed issue. In addition, it is the responsibility of any dissenting party to state the reasons underlying their withholding of consent in sufficient detail to allow others at the table to craft an option that can potentially meet those underlying interests without excluding the interests of others, and where a compromise may exist.

In the case where unanimous agreement is not possible, it will be critical to provide Staff with direction on matters of substance and so such issues will revert to a majority rule.

4. **Agendas, Meeting Focus and Information Sharing:** Agendas for the Plaza Revitalization Advisory Committee meetings will be prepared, posted, and distributed by City staff 72 hours in advance of each meeting. Efforts will be made to provide a full week’s lead time in the distribution of agendas where possible. Meeting “summaries” should be provided within 2 weeks of the meeting and should include a brief summary of issues resolved, actions taken, recommendations given, outcomes generated and unfinished or unresolved issues to be discussed and resolved at the

following meeting. They should focus on outcomes rather than providing a record of “who said what”. Where actions are made during those meetings, they should be articulated under ‘next steps’ within the meeting summaries so as to remind attendees of the between meeting work that may be warranted to make progress on specific items prior to follow-up meetings.

5. **Problem-Solving Approach:** The committee members and staff agrees to conduct its meetings in a manner that listens and respects opinions and concepts of others, understands that not all ideas will be feasible for this unique and historic space, each will bring their expertise and creativity to the meeting to best meet the needs of the community, and will approach each meeting with a positive attitude.

6. **Roles and Responsibilities of Plaza Revitalization Advisory Committee:** The primary organizing principle behind the establishment and functioning of the Plaza Revitalization Advisory Committee is to efficiently discuss issues of importance that could influence use and design of the Plaza, The goal will be to build a general agreement among the representatives of bodies having different functions and potentially different perspectives. A general agreement will be found if we as a group “deal with differences as problems to be solved, not battles to be won”. In furtherance of this role, the following responsibilities serve as principles of for conduct of meetings:
 - Offer respect of different viewpoints and attention when others speak.
 - Ask questions of each other for clarification and mutual understanding.
 - Avoid characterizing the motives of others.
 - Acknowledge and try to understand others’ perspectives.
 - Share the responsibility of ensuring the success of the process and the quality of the outcome.
 - Honor commitments made at previous meetings.
 - Share information early in the process.
 - Represent the perspectives, concerns, and interests of our constituencies whenever possible to ensure that agreements developed or actions taken are acceptable to the commissions/council we are representing.
 - Acknowledge legal constraints on decision-making.