



**DATE:** December 17, 2004

**TO:** City Council  
Planning Commissioners

**SUBJECT:** Weekly Update: December 9-16, 2004

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Update on Land Use Element and Circulation Element progress through December 16:

**Public Outreach**

- **WIN System:** Automated e-mail notification continues to be available through <http://win.santa-monica.org>.
- **Discover Santa Monica Guidebook:** The document is currently in production for citywide distribution.
- **Motion By the Ocean:** The Circulation Element team received more input on the survey & Fish Bowl Vote at the Planning Commission meeting on Dec. 15. Further discussion with the Planning Commission was continued to January 5.

**Project Coordination: Interdepartmental, Divisional and Planning Commission**

- **Land Use and Zoning Ordinance Policy Team Meeting:** A policy team meeting was held on December 16, 2004 to get input on survey preparation and the youth involvement program.
- **Project Team Meetings:** The regular staff meetings with representation from both City Planning and Transportation Management were held on December 12 and 13.

**Completed Work Products:**

- No updates since December 8.

**Works in Progress:**

- **Tool Kit development:** The public outreach draft Tool Kit will be reviewed with the Planning Commission on January 5.
- **Community Forums:** Staff is preparing to send out a letter to invite groups to host a community forum for Shape the Future 2025. Meetings are to begin in January.

- **Board & Commission meeting attendance:** The Planning Commission discussed outreach and appointed liaisons to certain Boards and Commissions on December 15. The Commission also decided to send a letter to Boards and Commissions inviting them to participate in the process.
- **Youth Involvement Program:** The Planning Commission reviewed the draft program on December 15 and approved the program in concept; adding suggestions such as filming the Youth Planning Forum on City TV, folding in the CE bicycle workshop, and considering ways to address themes such as sustainability and socio-cultural issues. A Teacher Resource Guide is being prepared for Commission review on January 5.
- **Survey instruments:** With consideration of the Commission's input on December 15, staff and consultants are preparing drafts of the internet and phone surveys for review and discussion with the Planning Commission on January 19.
- **Shape the Future 2025/Motion by the Ocean P.R.:** Staff is developing promotional ideas to get the word out regarding the project. A special business card is being printed with contact information regarding both Element projects.