



**DATE:** January 7, 2005

**TO:** City Council  
Planning Commissioners

**SUBJECT:** Weekly Update: January 3 through 7, 2005

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Update on Land Use Element and Circulation Element progress through January 7, 2005:

**Public Outreach**

- **Discover Santa Monica Guidebook:** A cover letter is being prepared that will accompany the guidebook when it is distributed later this month. The letter will provide greater context to the reader as to the purpose of the walking tour activity and seeks to motivate participants. A Spanish version of the Guidebook has been prepared and will be available early next week.
- **Motion By the Ocean:** UCLA Urban Planning graduate student Paul Philley has joined the Transportation Management Division to assist with spring workshops.

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

- **Circulation Element Team Meetings:** A meeting was held on January 6, 2005.
- **Project Team (Staff) Meetings:** The regular staff meetings with representation from both City Planning and Transportation Management were held on January 3<sup>rd</sup> and 4<sup>th</sup>.
- **Planning Commission Policy Meetings:** The Planning Commission conducted a hearing on January 5, 2005. At this meeting the Youth Program Teacher's Resource Guide and Community Forum Tool Kit (to be used by meeting facilitators) were approved.

**Works in Progress:**

- **Community Forum Tool Kit :** Finalize tool kit based on Planning Commission direction.
- **Community Forums:** New meetings have been added with the Rent Control Board, Housing Commission, and the Child Care Task Force. The current calendar can be viewed at:  
[http://www.shapethefuture2025.net/pdf/five\\_month\\_schedule.pdf](http://www.shapethefuture2025.net/pdf/five_month_schedule.pdf)
- **Board & Commission meeting attendance:** Staff is preparing for the Sustainable City Task Force and Rent Control Board meetings to be held

January 10<sup>th</sup> and January 13<sup>th</sup>. Commission liaisons, O'Day and Johnson will be in attendance for those meetings, respectively.

- **Youth Involvement Program:** Staff and consultant are preparing for a meeting with teacher's involved in the program and will present/delivery the Resource Guide approved by the Planning Commission this week.
- **Newsletter:** Consultant is finalizing the newsletter based on staff comments. A Spanish version will also be available and distributed with the Spanish version of Seascape.
- **Survey instruments:** Staff and consultant are continuing efforts to identify questions and finalize the format of both Internet and phone surveys. The Planning Commission will review these documents at its January 16, 2005 meeting. A packet will be delivered to the Planning Commission late next week.
- **Shape the Future 2025/Motion by the Ocean P.R.:** Shape the Future play dough promotional items were received. Staff is working with volunteers at Ken Edwards to help affix project image to play dough containers.
- **DVD Presentation.** Staff is working with CityTV to prepare a short video, based in part on the staff presentation made to the Planning Commission and City Council at the last joint session. The video will be aired on public television and available on the Shape the Future website. Copies on DVD will be available upon request for those that would like a copy.
- **Community Workshop.** Staff and consultant are finalizing a program based on Planning Commission input received on December 15, 2004. A flyer is being prepared that will be mailed to residents, distributed for publication in local newspapers, and available at several public places. A copy of the flyer is available online at:

<http://www.shapethefuture2025.net/wshearings.htm>