

STANFORD COMMUNITY RESOURCE GROUP RESOURCE BINDER
SECTION 2: ADMINISTRATIVE POLICIES AND PROCEDURES

STANFORD COMMUNITY RESOURCE GROUP POLICIES AND TERMS OF SERVICE

General policies are provided in the Community Plan, as referenced in Section 1 of this resource binder. In consultation with the County Planning Director, the District 5 County Supervisor developed guidelines concerning terms of service. Those guidelines have been incorporated into the following policies and procedures, developed by County Staff. These elements will be updated as required.

As a general guideline, the role of the Community Resource Group is to provide a mechanism for exchange of information and perspectives on Stanford development issues. The CRG is not an advisory or approving body.

1. Planning staff will facilitate all meetings.
2. The maximum term of each member will be three years.
3. No member shall serve more than two terms.
4. To allow for new perspectives within the CRG, while ensuring that a core group provides an ongoing historical perspective for all members, at the first meeting all members will draw numbers, and the number drawn will represent the term to be served:

#1	one-year term
#2	two-year term
#3	three-year term
5. As each member's term expires, staff will determine if that member is eligible for a second term, and/or if a different applicant should replace the departing CRG member. Staff will, as needed, solicit new applications.
6. If, an individual is unable to serve his/her full term, and/or resigns, an alternate will serve the remainder of the term, beginning with the first alternate.
7. If a CRG member is unable to participate for two consecutive meetings, staff will, upon consultation with that member and the Planning Director, determine if that member will be able to complete the term, or if a replacement member is required.
8. All meetings will be held in the Palo Alto area in the evening, at a time and location to be determined by CRG members and meeting location availability.
9. CRG meetings will be held quarterly.

COMMUNITY RESOURCE GROUP (CRG) MEMBER RESPONSIBILITIES

The responsibilities of the CRG members are as follows:

1. Adhere to CRG administrative policies.
2. Provide expertise, communication, and serve as a resource to the County Planning Department through consistent effort to attend and participate in all meetings.
3. Commit the time necessary to read assignments and conduct research relevant to CRG duties.
4. Seek first to understand, then be understood (Actively listen to other viewpoints and information presented, and be certain they are understood, prior to providing alternative viewpoints).
5. Observe the guidelines from the Community Plan outlined below:
 - ◆ Community Resource Group comprised of 8 to 12 persons.
 - ◆ Community Resource Group members selected by the County Planning Office in consultation with the County Supervisor for the Fifth Supervisorial District.
 - ◆ Community Resource Group meets at least quarterly.
 - ◆ Purpose of Community Resource Group is to serve as a mechanism for exchange of information and perspectives on Stanford development issues.
 - ◆ Community Resource Group has no formal role as an advisory body.
7. Review the items specified in the "Items for CRG Review" table.

Community Resource Group
Items to Review

TASKS	DESCRIPTION OF TASKS:	AGENCY(S)
Annual Report Presentation to CRG GUP Condition C2d	The Annual Report shall be presented to the CRG at its first quarterly meeting each year for discussion and comment.	County Community Resource Group
Sustainable Development Study GUP Condition E5	Stanford shall complete and submit to the County Planning Office for Board of Supervisors approval a Sustainable Development Study. After Sustainable Dev. Study is deemed adequate by County Planning Office, it shall be presented to the CRG. After presentation to the CRG, the study shall be forwarded to the County Planning Commission for a recommendation regarding its approval by the Board of Supervisors. The Sustainable Development Study shall be approved by the Board of Supervisors prior to County acceptance of applications for nonresidential development which would result in development of a cumulative total of more than 1,000,000 net new square feet of nonresidential development that counts towards the GUP building area cap.	Stanford County Planning Office Community Resource Group County Planning Commission County Board of Supervisors
Off-campus trip reduction GUP Condition G8	The County Planning Office will recognize participation by Stanford in off-campus trip reduction efforts and credit reduced trips towards Stanford's attainment of the no net new commute trips standard. The County Planning Office will determine the appropriate trip credit and monitoring methodology for each program in which Stanford proposes to participate. Such proposals shall be submitted to the Planning Office for review, modification, and consideration of approval. The proposals shall be presented to the CRG prior to any determination by the Planning Office.	Stanford County Planning Office Community Resource Group
Special Events Traffic Management Plan GUP Condition G13	Stanford submits Special Events Traffic Management Plan to County Planning Office. After presented to CRG, Planning Office determines whether Plan complies with this condition. Due by Dec. 2001	Stanford Community Resource Group County Planning Office
El Camino Real Streetscape Design GUP Condition L1	Prior to or in connection with submitting an application for any development along El Camino Real, Stanford shall submit a streetscape design for unincorporated Stanford lands along the south side of El Camino Real. The streetscape design shall be prepared in consultation with the City of Palo Alto and shall be presented to the CRG before being submitted to the County Planning Office for review and approval.	Stanford City of Palo Alto Community Resource Group County Planning Office

CRG MEETING SCHEDULE

A meeting schedule will be established, based on input of members at the first annual meeting. As new members rotate onto the CRG, the schedule may be reevaluated.