



DATE: December 23, 2004

TO: City Council
Planning Commissioners

SUBJECT: Weekly Update: December 20 through 23, 2004

Update on Land Use Element and Circulation Element progress through December 23, 2004:

Public Outreach

- **E-mail:** Public comments on e-mail have started to arrive.
- **WIN System:** Automated e-mail notification continues to be available through <http://win.santa-monica.org>.
- **Motion By the Ocean:** More requests have been received for the team to come to community group meetings and arrangements are being made in coordination with Planning's *Shape the Future 2025* presentations. Transportation Management staff attended UCLA's Department of Urban Planning's Internship Fair. The group plans to hire an intern to assist with the preparation of workshops anticipated for 2005.

Project Coordination: Interdepartmental, Divisional and Planning Commission

- **Project Team (Staff) Meetings:** The regular staff meetings with representation from both City Planning and Transportation Management were held on December 20 and December 22, 2004.

Completed Work Products:

- Interest cards and business cards with information about both the Land Use and Circulation Elements were completed this week.

Works in Progress:

- **Community Forum Tool Kit development:** A draft of the toolkit for community forums will be distributed in the Commission packets next week.
- **Youth Involvement Program:** A draft of the teachers' resource guide (toolkit) will be distributed in the Commission packets next week.
- **Community Forums:** Staff is scheduled to attend the following meetings in January: Sustainability Task Force, Commission on the Status of Women, Rent Control Board, and The Shores Residents Association.

- **Newsletter:** Staff is working on the newsletter for inclusion in Seascapes, to be distributed in late January.

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