



CITY OF HEALDSBURG STATION AREA SPECIFIC PLAN COMMUNITY ADVISORY COMMITTEE REGULAR MEETING AGENDA

Meeting Date: June 03, 2026

Time: 06:00 PM

City Hall Council Chamber

401 Grove Street

Healdsburg, CA 95448

www.healdsburg.gov

1. ROLL CALL

2. ADMINISTRATIVE ACTIONS

2.a Introductions

2.b Approval of Agenda

2.c Approval of Minutes

2.d Acceptance of Communications and Correspondence

3. PUBLIC COMMENTS

This time is set aside to receive comments from the public regarding matters of general interest not on the agenda but related to Committee business. Pursuant to the Brown Act, however, the Station Area Specific Plan Community Advisory Committee cannot consider any issues or act on any requests during this comment period.

4. STAFF REPORTS AND UPDATES

5. BUSINESS

5.a Brown Act Training

5.b MTC Transit Oriented Community (TOC) Policy

6. ADJOURNMENT

Scott M. Duiven, Community Development Director

Posting: This agenda was posted on City bulletin boards and the City's website at least 72 hours prior to the meeting, in accordance with state law.

Availability of Written Materials: All written materials prepared for items on this agenda are available for public review at least 72 hours prior to the meeting at the Community Development Department at 401 Grove Street and on the City's website at www.healdsburg.gov. Written materials submitted after the posting of this agenda, but before the Committee meeting, will also be made available for public review in the Community Development Department. If written materials are presented to the Committee at the meeting, a copy will be made for public review at the meeting.

Disabled Accommodations: The City of Healdsburg will make reasonable accommodations for persons having special needs due to disabilities. Please contact Amanda Gray, Administrative Technician, at Healdsburg City Hall, 401 Grove Street, Healdsburg, California, 707-431-3393, at least 72 hours prior to the meeting, to ensure the necessary accommodations are made.



BROWN ACT TRAINING

City of Healdsburg

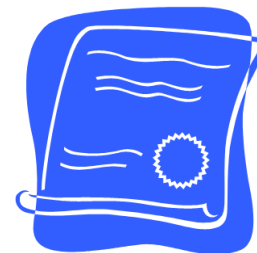
June 3, 2026



BURKE, WILLIAMS & SORENSEN, LLP

Goals

1. **Familiarize** you with **laws** that govern your service and when to **ask questions**
2. Encourage you to **think beyond legal restrictions and encourage the highest ethical standards**
3. **Know when to ask questions!**



The Brown Act

“Public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people’s business. ***It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.***”

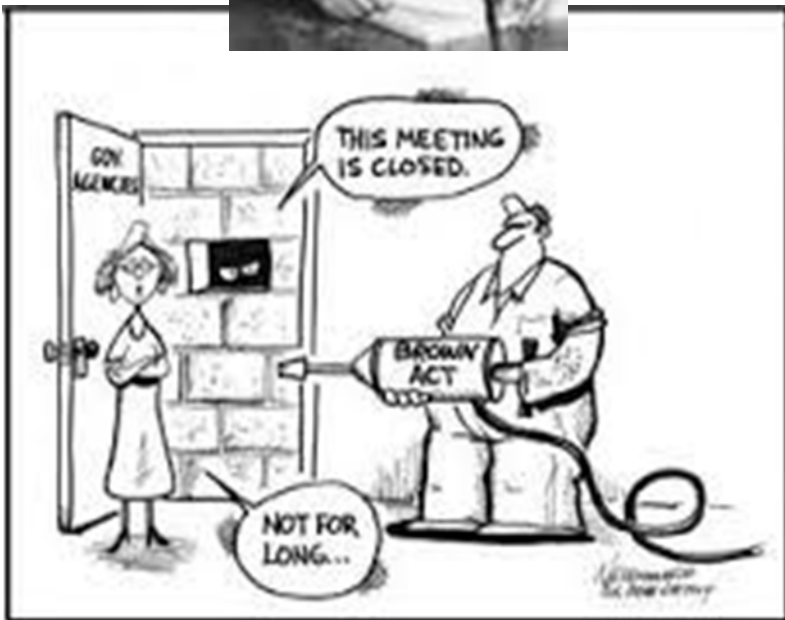
Gov. Code § 54950



The Brown Act



- ***All meetings of the legislative body of a local agency must be open and public***
- ***All persons must be permitted to attend any meeting***



The Brown Act

Basic Rule: Meetings of legislative body are covered by the Brown Act.

- What is **legislative body**?
 - includes standing committees or commissions
 - An “ad hoc” advisory committee made up of less than quorum is not “legislative body”
- What is a **Meeting**?
 - any gathering of a **majority of the members** of a legislative body
 - at the **same time** and location
 - to **hear, discuss, deliberate** or **take action** upon any item which is within its subject matter jurisdiction

The Brown Act

Formal Meetings:

- Regular meetings – regular 72-hour notice required
- Special meetings – 24-hour notice required
- Emergency meetings – can be as little as 1 hour notice to media

Non-Agendized Items

- Action or discussion on any item not appearing on the posted agenda is generally prohibited.
- Legislative body may only:
 - Briefly respond to public statements or questions;
 - Ask a question for clarification;
 - Make a brief announcement;
 - Make a brief report on his or her activities;
 - Provide a reference to staff or other sources for factual information; or
 - Request staff to place the matter on a future agenda and report back to the legislative body in a subsequent meeting.

Gov. Code § 54954.2, subd. (a)(2)

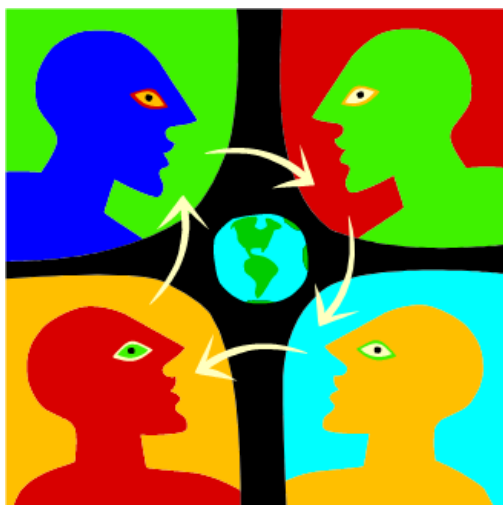
Public Participation

- A regular meeting agenda must allow an opportunity for members of the public to speak **on any item of interest**, so long as the item is **within the subject matter jurisdiction** of the legislative body.
- The public must be allowed to speak on a **specific item** of business **before** or **during** the legislative body's consideration of it.
- Public comments at **special meetings** can be **limited agenda items only**.



Gov. Code § 54954.3, subd. (a)

Improper “Informal” Meetings



Caution: “A majority of the members of a legislative body **shall not...use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action** on any item of business that is within the subject matter jurisdiction of the legislative body.

Gov. Code § 54952, subd. (b)(1)

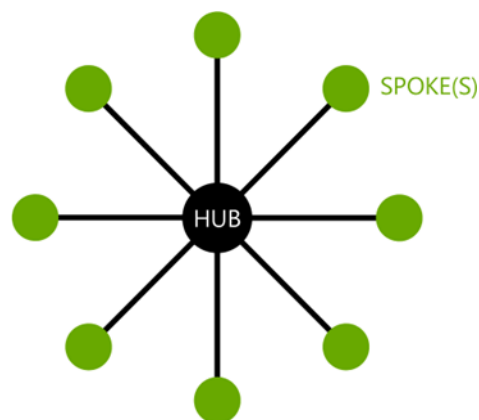
Improper “Serial” Meeting

- **Daisy Chain**: If Member A contacts Member B, and Member B contacts Member C, and so on, until a quorum has been involved, this type of “serial meeting” may result in a violation of the Brown Act.



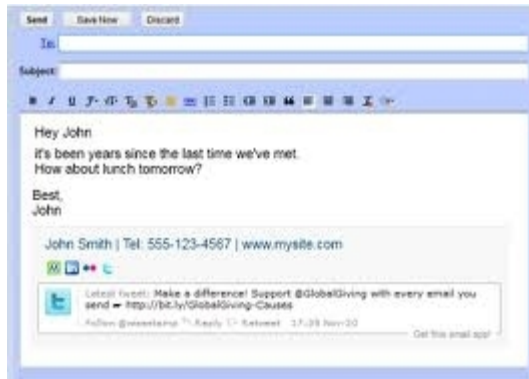
Improper “Serial” Meeting

- **Hub and spoke**: An intermediary contacts at least a quorum of the members to develop a collective concurrence on action to be taken by the legislative body.



Improper “Technology” Meetings

- **Use of e-mail or other technology/media by a majority of a legislative body to discuss, deliberate, or take action on items within the body’s jurisdiction violates the Brown Act.**



Recommendations for E-mail/Technology

Item 5.a

- **Avoid sending e-mails to the whole body.**
 - If necessary, provide information only.
 - Do not solicit a response.
- **Be careful replying to e-mails.**
 - Do not communicate your position or make a commitment on a pending matter.
 - Do not direct a reply to a majority of the body.
- **Think carefully before sending any e-mail.**
 - Remember, your e-mail can be forwarded by others to a majority of the body.
 - The Internet has a long memory.



Limited Social Media Exception



- A member of a legislative body **may** communicate on social media to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body, **provided that a majority** of the members of the legislative body **do not** use the internet-based social media platform **to discuss among themselves agency business**.
 - A member of the legislative body **may not respond** directly to any communication on a social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared **by any other member of the legislative body**. Gov. Code § 54952.2, subd. (b)(1)(3)
- 14
- Includes “liking” or otherwise reacting to posts.

Brown Act Violations

- Request to Cure/Action Invalidated
- Civil Action to prevent future violations
- Costs and Attorneys' Fees
- Criminal Charges
 - . . .where the member intends to deprive the public of information to which the member knows or has reason to know the public is entitled under this chapter, ***is guilty of a misdemeanor.***

Gov. Code §§ 54959, 54960, 54960.1

Individual Meetings - OK

- A City employee or official may:
 - engage in **“separate conversations or communications”** outside of a meeting
 - in order to **“answer questions or provide information”**
 - so long as that person **“does not communicate to members of the legislative body the comments or positions of any other member or members.”**



Gov. Code § 54952.2, subd. (b)(2).

Non-Meetings

- Attendance by a majority of members at:
 - A **conference** that is related to the business of the agency that is **open to the public**;
 - *Provided that* a majority of the members do not discuss amongst themselves business “of a specific nature” that is within the subject matter jurisdiction of the agency.

Gov. Code § 54952.2, subd. (c)(2)



Closed Sessions

Closed Sessions:

- Closed sessions are an **exception** to the rule that agency meetings must be open and public.
- Only topics authorized under the Brown Act may be discussed in closed session.
- The most common closed session topics are: Litigation (Existing or Potential), Real Estate Negotiations, Personnel Matters, and Labor Negotiations.

Gov. Code § 54954.3

AVOID THESE HEADLINES

Loss of open meetings lawsuit to cost city more than \$100K in legal fees – February 25, 2020

The city of Bakersfield has agreed to pay more than \$100,000 in attorneys fees after a judge ruled the City Council violated open meeting laws when it held three closed session meetings to discuss the city's financial outlook.

The two plaintiffs in the case, First Amendment Coalition and Californians Aware, say they had very clear evidence of what was discussed during the meetings. The legal advocacy groups obtained slides that were displayed during the meetings.

The city must also record closed sessions for one year in case future Brown Act complaints emerge, according to a court ruling.

Questions

Item 5.a



Metropolitan Transportation Commission's Transit-Oriented Community Policy

June 3, 2026



MTC's TOC Policy

MTC Transit-Oriented Communities (TOC) Policy

The Metropolitan Transportation Commission Transit-Oriented Communities (TOC) Policy was adopted in 2022 to align land use and transportation planning and investment across the Bay Area. It supports regional goals in Plan Bay Area 2050+ by encouraging housing, jobs, and services near major transit.

Core Goals

- Increase housing supply near transit
- Encourage affordable housing
- Reduce dependence on automobiles
- Improve walking, biking, and transit access
- Support equitable development and anti-displacement strategies



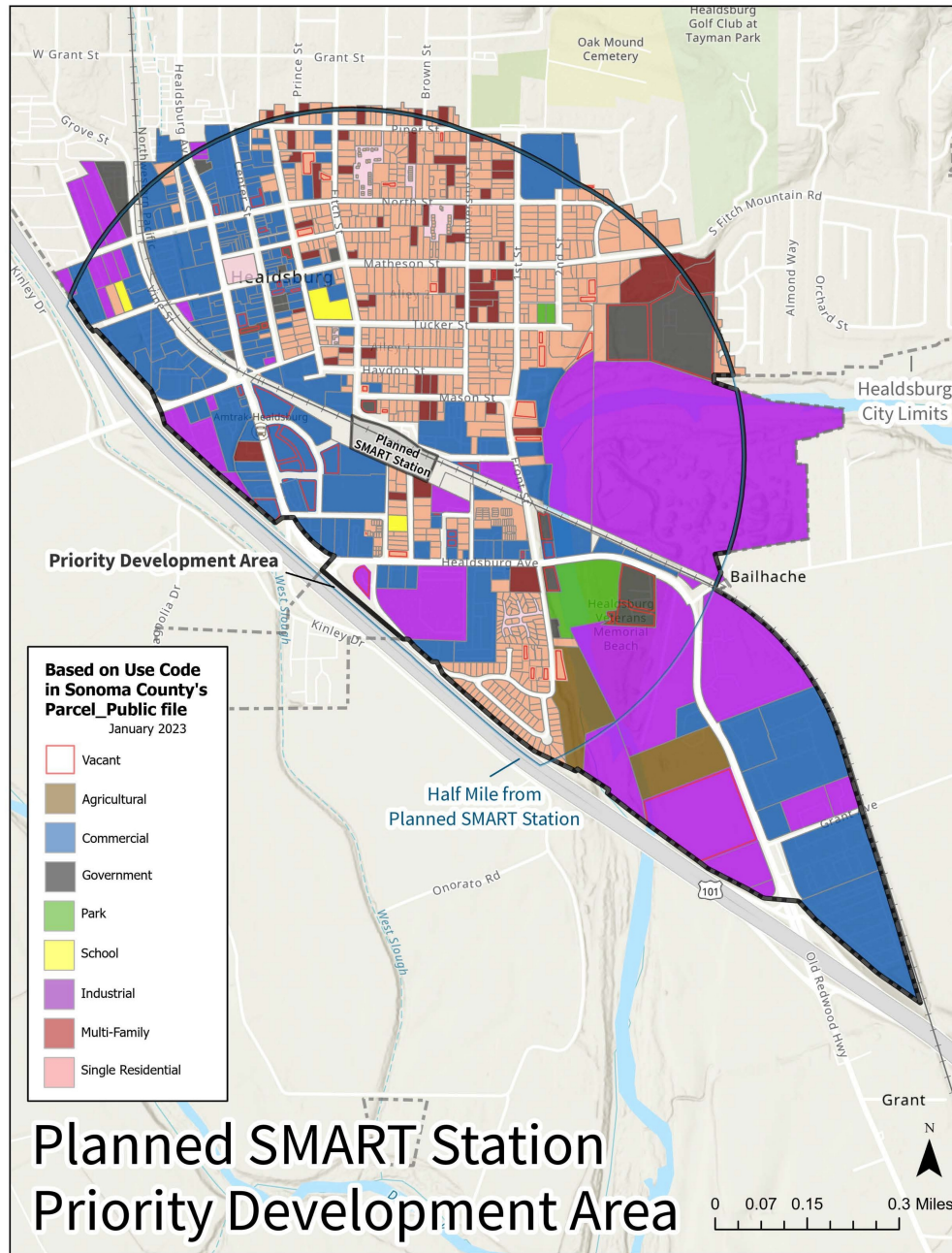
TOC Planning and Implementation Grants

- Support TOC compliance
- \$1,130,000
- Funds committed by June 30, 2029

Funding



Planning Area



Planning Area Boundary

Includes:

- Downtown
- Central Healdsburg Avenue Plan
- South Entry Area

Current TOC Policy Guidelines (April 2026)

The policy applies within a half-mile of qualifying transit stations and corridors, including SMART rail stations, ferry terminals, BART, Caltrain, and major bus rapid transit stops.

Main Policy Areas

1. Minimum residential and commercial densities
2. Affordable housing production and preservation
3. Parking management reforms
4. Transit station accessibility improvements

Why the TOC Policy Matters

The TOC Policy is tied directly to regional transportation funding.

Cities that demonstrate compliance may become more competitive for:

- One Bay Area Grant (OBAG) funding
- Transit expansion funding
- Regional discretionary transportation grants

The policy reflects a broader Bay Area strategy:

- Concentrate growth near transit
- Reduce greenhouse gas emissions
- Improve transit ridership
- Limit outward suburban sprawl

Why it
Matters



Relationship to the City of Healdsburg

Healdsburg is directly relevant to the TOC framework because of the planned and developing SMART rail corridor in Sonoma County. Although Healdsburg is smaller and less urban than core Bay Area cities, the TOC framework still influences long-term planning expectations around sustainable growth and regional connectivity.

- Future SMART rail expansion place portions of Healdsburg within TOC applicability areas
- Transit-oriented planning could shape:
 - Downtown zoning
 - Housing density near stations
 - Parking requirements
 - Pedestrian, bicycle, and transit infrastructure
- Healdsburg may seek alignment with TOC standards to remain competitive for future transportation and infrastructure funding

Relationship to Healdsburg



Potential Opportunities & Challenges for Healdsburg

Opportunities

- Increased access to regional transportation funding
- More walkable mixed-use development
- Expanded housing options near transit
- Economic activity around future SMART station areas

Challenges

- Balancing growth with small-town character
- Community concerns about density and parking
- Infrastructure costs
- Limited transit frequency compared to larger urban centers



Key Takeaways

- MTC's TOC Policy is becoming a major driver of regional planning and transportation funding decisions.
- The policy emphasizes dense, walkable, transit-connected development.
- Healdsburg's future SMART rail connection makes the city increasingly relevant to TOC planning discussions.
- The city will likely face ongoing policy choices balancing growth, housing, mobility, and preservation of community identity.

Key Takeaways



Understanding MTC Transit Tiers

MTC organizes Transit-Oriented Communities into four “Transit Tiers” based on the level and frequency of regional transit service. Higher tiers require greater development intensity and stronger multimodal access.

Transit Tier	Typical Transit Type	Planning Expectation
Tier 1	Rail stations serving regional centers (i.e., Downtown San Francisco, Downtown Oakland, and Downtown San Jose)	Highest density mixed-use urban development
Tier 2	Stop/station served by two or more BART lines or BART and Caltrain	Strong urban residential and office growth
Tier 3	Stop/station served by one BART line, Caltrain, light rail transit, or bus rapid transit	Moderate transit-oriented growth
Tier 4	Commuter rail (SMART, ACE, Capitol Corridor, Valley Link) stations, Caltrain stations south of Tamien, or ferry terminals	Small-scale transit-supportive development

MTC Tiers



Residential Density Requirements by Transit Tier

Transit Tier	Average Minimum Density	Average Maximum Density
Tier 1	100 dwelling units/net acre	150 dwelling units/net acre
Tier 2	75 dwelling units/net acre	100 dwelling units/net acre
Tier 3	50 dwelling units/net acre	75 dwelling units/net acre
Tier 4	25 dwelling units/net acre	35 dwelling units/net acre

Residential Density



Commercial Office Intensity Requirements by Transit Tier

Transit Tier	Minimum Office FAR	Maximum Office FAR Threshold
Tier 1	4.0 FAR	8.0 FAR
Tier 2	3.0 FAR	6.0 FAR
Tier 3	2.0 FAR	4.0 FAR
Tier 4	1.0 FAR	3.0 FAR

FAR = Floor Area Ratio

Example:

1.0 FAR = building floor area equals parcel area

2.0 FAR = building floor area is twice parcel area

These standards are intended to increase employment density and support transit ridership around stations.

Commercial Intensity



Other TOC Compliance Requirements

- Affordable Housing Production
- Housing Preservation
- Anit-Displacement Protections
- Commercial Stabilization
- Parking Management
- Transit Access

Additional Expectations

- Multimodal station access improvements
- Safe bicycle and pedestrian connectivity
- Reduced automobile dependence
- Alignment with climate and greenhouse gas reduction goals

Other Requirements



Implications for Healdsburg

Potential Area	Likely TOC Influence
SMART Station Area Planning	Increased focus on mixed-use zoning
Downtown Development	Pressure for additional housing density
Parking Policy	Reduced minimum parking ratios
Mobility Infrastructure	Expanded bike/pedestrian improvements
Funding Eligibility	Improved competitiveness for OBAG and regional grants

Key Local Consideration

Healdsburg will likely need to balance:

- regional housing and transit expectations, with
- preservation of historic character and small-town scale

Because SMART service frequency is lower than core Bay Area systems, implementation pressures in Healdsburg will likely evolve gradually rather than immediately.

Residential Density



Integrate land use, transportation, and infrastructure planning

- Establish Minimum residential and office densities
- Parking management
- Station access and circulation
- Recreation and open space
- Address water, sewer, stormwater, and utility infrastructure
 - South Entry Area currently lacks public utilities

Programmatic Environmental Impact Report (EIR)

- Identify impacts
- Avoid and mitigate identified impacts
- Streamline future development

Why a Specific Plan



Next Steps

- Finalizing consultant contract
- Project website
- Community Engagement Strategy
- Existing Conditions Analyses

Next Steps



Questions




Public
comment

Comentarios
del público

03:00

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