

**Minutes of the Regular Planning Board Meeting
Monday, January 24, 2005 – 7:00 p.m.**

1. CONVENE: 7:06 p.m.
2. FLAG SALUTE: Vice President Cook
3. ROLL CALL: President Cunningham, Vice President Cook, Kohlstrand, Lynch and Piziali.

Board members Mariani and McNamara were absent.

Also present were Development Review Manager Jerry Cormack, Deputy City Attorney Julie Harryman, Supervising Planner Judith Altschuler, Planner II Allen Tai, Barbara Hawkins, Public Works.

4. MINUTES: Minutes for the meeting of January 10, 2005.

Ms. Kohlstrand advised that she left after Item 9, not Item 11, as indicated on page 18.

Vice President Cook advised that page 9, paragraph 5, should be changed to read, "Vice President Cook noted in San Francisco, the existing piers were left intact *and new* ~~so that a new~~ structures *were proposed to could* be built independent of *the existing piers-it*. She noted that the cost of removing the old ~~buildings were~~ structures was high."

Vice President Cook advised that page 10, paragraph 11, should be changed to read, "Vice President Cook would like a better understanding of the height *of the proposed project in relation* to the Extended Stay America building *to the west* and the office building *to the east*, as well as *to the buildings located across the Estuary*."

M/S Cook/Kohlstrand and unanimous to approve the minutes for the meeting of January 10, 2005, as amended.

AYES – 5 (Mariani, McNamara absent); NOES – 0; ABSTAIN – 0

5. AGENDA CHANGES AND DISCUSSION: None.
6. ORAL COMMUNICATION:

Mr. Mark Irons, 835 Oak, noted that because of family time issues, he may not be able to speak about Item 8-b and may submit a written comment. He noted that he was a strong proponent of work/live. He believed that the current ordinance may be improved, but noted that the risk of a ballot initiative was having no ordinance at all.

7. CONSENT CALENDAR:

- 7-A. **TM04-0005 SRM Associates Harbor Bay Parkway (MG).** Applicant requests approval of Tentative Map 8574 in order to subdivide three parcels in to nine parcels. The parcels are located within the Harbor Bay Business Park and are zoned C-M-PD. Commercial Manufacturing, Planned Development District. **(Applicant is requesting a continuance to the February 14, 2005 meeting.)**

M/S Piziali/Cook and unanimous to continue this item to the Planning Board of February 14, 2005.

AYES – 5 (Mariani, McNamara absent); NOES – 0; ABSTAIN – 0

- 7-B. **DR04-0111/V04-0020, 836 Oak Street, Applicant: Richard Vaterlaus for Michael Rich (AT).** The proposal is a request for Major Design Review to legalize the unauthorized raising of a single-family residence one foot to create habitable space in the basement. The building height was increased from approximately 23'-0" to 24'-0", where 35'-0" is the maximum permitted height. The construction also requires a variance to AMC Subsection 30-5.7(e) to allow a rear staircase to extend 7'-6" into the required rear yard, where the maximum encroachment permitted is 6'-0". The project site is located within an R-4, Neighborhood Residential District.

M/S Piziali/Cook and unanimous to adopt Planning Board Resolution PB-05-04 to approve a request for Major Design Review to legalize the unauthorized raising of a single-family residence one foot to create habitable space in the basement. The building height was increased from approximately 23'-0" to 24'-0", where 35'-0" is the maximum permitted height. The construction also requires a variance to AMC Subsection 30-5.7(e) to allow a rear staircase to extend 7'-6" into the required rear yard, where the maximum encroachment permitted is 6'-0".

AYES – 5 (Mariani, McNamara absent); NOES – 0; ABSTAIN – 0

- 7-C. **UP01-0022/DR01-0089: American Tower Corporation. Washington Park, 740 Central Avenue (DV).** Renewal of expired Use Permit and Major Design Review for 90 foot tall painted metal monopole communications tower in place of an existing 47 foot tall light pole along the upper baseball diamond left field fence at Washington Park. Associated ground equipment would be placed in a building of up to 825 square feet with screen-fenced ground equipment. A Use Permit is required by AMC Sections 30-4.1(c)(1) and (2) for any structure and above ground utility installation in the O Open Space Zoning District. **(Applicant is requesting a continuance to the February 14, 2005 meeting.)**

M/S Piziali/Cook and unanimous to continue this item to the Planning Board of February 14, 2005.

AYES – 5 (Mariani, McNamara absent); NOES – 0; ABSTAIN – 0

8. REGULAR AGENDA ITEMS:

- 8-A. **PD04-0004/DR04-0113, 433 Buena Vista Avenue, Applicant: Alameda Multifamily Ventures, LLC (AT).** The applicant requests a second Study Session before the Planning Board to review a proposal for the construction of a two-story 6,000 square foot community building, four 16-car garages, façade changes to existing apartment buildings, and other improvements at the Harbor Island Apartments site. The site is located at 433 Buena Vista Avenue, within an R-4 PD, Neighborhood Residential Planned Development District.

Mr. Tai summarized the staff report.

Mr. Chris Auxier, project manager, Alameda Multifamily Ventures, distributed additional information that was not included in the first set of drawings. He noted that they had tried to be responsive to the feedback received by the Board and the public.

Mr. Shaun Alexander, Axis Architecture, project architect, displayed a PowerPoint presentation that detailed the project overview, improvement of the property's physical appearance, the pedestrian experience, residential amenities, public safeties, on-site parking, and transparency with the community. He noted that the existing site limitations were considerable, and that while there was not much room to expand the parking facilities, they could create a more pleasant environment around the buildings for the residents. He noted that the interior common hallways, bathrooms and kitchens would be redone, and that the landscaping would be upgraded and transformed. The carports would be eliminated except for certain sections along the East of the property, and the parking would be restriped to meet current standards. A new clubhouse, and four garage buildings would be constructed; trash enclosures would be upgraded.

Mr. Alexander noted that new lower fences would be installed around the ground floor patios to provide greater transparency. Because of the proximity to the adjacent street, some units would feature a more solid fence look. Additional landscaping would buffer all the buildings, and a substantial number of the trees would be added. A large amount of concrete would be removed in the walkways and plaza space that the applicants considered to be unnecessary. Alternative designs addressing the height and style of the tower element were presented; the size of the tower would be reduced, and the architecture would be simplified. They considered the gable form to be most consistent with Alameda's existing architecture features and Craftsman detail in town; however, a hip roof design was also presented to address the Mediterranean style elements in Alameda. Another roof form would be added to the tower to the west, previously shown to the Board as a flat roof.

Mr. Alexander displayed the center part of the site, which they considered to be very important to the project. A tot lot was proposed directly north of the clubhouse, and a child's play area would be placed to the south of the clubhouse. A group picnic area would be placed at the east side of the pool, with a play lawn and volleyball court adjacent to that. Each quadrant of the property would have its own minipark, off the main

spine of activity. The resident activities would take place on the lower floor of the clubhouse for the tenants' convenience. The plans were changed to eliminate the office area, and to include a coffee area. The 2nd level patio of the community center was expanded after one set of stairs was eliminated and a new terrace is proposed as a transition spaces between the community center and swimming pool. He noted that the goal of the landscape plan was to create a greener environment on the site, to beautify the property with increased foliage, and to reduce concrete paving between the buildings.

Mr. Alexander noted that the carports would be removed, as well as some of the perimeter fencing to open up the property. He noted that the fence along Appezzato Parkway would be made more pleasant, with increased connections to the neighborhood. Additional parking spaces, trees and security lighting would be placed in the parking lots. He noted that they worked with Carol Beaver and Michael Smiley to better understand the West Alameda Neighborhood Improvement Plan; they proposed to include two gates along the Appezzato Parkway fence to allow access to the future greenbelt and other parts of the community. He described the new location for the trash enclosure, which would not block other activities on the site and would entail minimal disturbance to the residents. He noted that approximately half of the carports on the east side would be eliminated. The vaulted roofs on the remaining carports would be removed, which would be replaced by a trellis element for a softer look and a smaller visual impact on the adjacent neighborhood. He noted that the main feature of Quadrant 3 was the connection to the adjacent neighborhood; the neighborhood plan called for a connection to Woodstock Park. For that to occur, the City would need to gain control of 25 feet of the existing Chipman Middle School property.

Mr. Alexander noted that the applicant was concerned about the impact of the Poggi Street/Buena Vista Ave. curb bulb out proposed in the West Alameda Neighborhood Improvement Plan on the traffic flow from the site, and would like the City to take that into account as the Plan is studied. He noted that the applicant's goal was to bring new life to an older apartment complex, provide a more attractive design and added amenities for the residents, to increase parking, to upgrade security systems, and to improve site safety for the residents and the City. The project would be more pedestrian-friendly with reduced perimeter fencing, more residential design character, increased landscaping, and more responsive to the West Alameda Neighborhood Plan.

The public hearing was opened.

There were no speakers.

The public hearing was closed for Board discussion.

Ms. Carol Beaver, Community Development Manager, recalled the meeting with Sean Alexander and Michael Smiley of BMS Design to discuss the proposed changes to the renovation plan. She was pleased with their willingness to consider the suggested changes. Because the Neighborhood Plan was a conceptual plan, she understood there would be opportunities to discuss specific site plan changes.

Ms. Kohlstrand expressed concern about the fence along Appezzato Parkway adjacent to the beltline, and requested further comment by the applicant. Mr. Alexander agreed that the wall was a barrier between the two neighborhoods, and understood that the wall along Bayport was necessary for noise mitigation. He noted that the future of the Parkway was not a design problem today, and that it was a good gateway street to Alameda Point. He believed that if done properly, a wall could provide screening from the parked cars more effectively than planting. It was not intended to create a barrier. He suggested that the opaque portion of the wall could be lower, with a transparent upper portion. It was appropriate that the wall have gaps in it to provide visibility.

President Cunningham believed the Board did not want a precedent set by the wall across the road at Bayport, and noted that the location of the sound wall at Bayport was dictated by the proximity of the housing to the site perimeter to maximize density. He believed the City was wary of repeating that practice.

Vice President Cook believed there should be a relationship between the types of trees and shrubs chosen on both sides of the Parkway, which was a major gateway to a third of the City.

President Cunningham advised that the Board would discuss the site issues as outlined in Mr. Tai's letter to Chris Auxier dated December 23, 2004.

Site Plan/Design

Vice President Cook believed the pedestrian flow had improved, and added that the miniparks and tot lots were also an improvement. She believed there were still some odd angles in the existing site plan, and added that a community center was an important element. Mr. Alexander noted that the existing site had a very large amount of concrete, and that it would be very expensive to demolish it all. They tried to transform a very haphazard pathway plan with excessive concrete, and pick logical places to demolish and remove concrete paving, to make new connectors in a pattern as logical as possible, based on the likely walking patterns on the site.

President Cunningham inquired whether the location of the main trash enclosure on the northeast corner was intended to make tenants drive their trash to the enclosure. Mr. Alexander replied that was the expectation at this time; while he would not encourage that practice on a property with existing tenants, this was an opportunity to start from scratch. He noted that they managed 43 properties, and that it was not an uncommon practice, even for Class A properties. They investigated valet services in the area, but that they were generally unreliable.

President Cunningham believed that was a counterintuitive practice in a community where pedestrian access was encouraged.

In response to an inquiry by Mr. Lynch regarding an alternative to this practice, Mr. Alexander replied that trash enclosures throughout the property would be the alternative. Mr. Lynch believed that conformity with City Code should be the overriding factor, followed by design.

In response to Vice President Cook's question regarding parking, Mr. Tai confirmed that the site was underparked according to Code. Current parking standards require two parking spaces per dwelling unit, and this property would need 1230 spaces, where approximately 670 currently exist. The applicants proposed to increase the number of parking spaces to approximately 699 spaces by restriping the lots and by using compact spaces.

Ms. Barbara Hawkins, Public Works Department, distributed a photo of a trash compactor and the access route. She noted that the new NEPDS requirements called for a roof on the trash compactor to accommodate the truck, which would be two stories. The compactor must be operated with a key, which would be a safety issue. The third issue with the compactor is that it did not comply with the City recycling standards. City staff met with ACI to determine the best solution to the trash issue. ACI had performed a study, finding that people usually took their trash out when they went to their cars, and that placing trash containers near the parking areas was the best practice. In addition, the trash enclosures must be high enough to keep children from playing on them.

With respect to circulation, Ms. Kohlstrand believed that the constraints of the existing site must be recognized, and that the applicant was going in the right direction by removing the concrete. She was encouraged to see the connections to Appezzato Parkway. In response to her question regarding the nature of the breaks in the wall, Chris Auxier replied that they would be primarily used by the residents. A discussion of the physical attributes of the fence and the gates ensued.

In response to Ms. Kohlstrand's question regarding pedestrian access at Fifth Street and Buena Vista, Mr. Auxier replied that was an area where they did not have the intention to create a public path through the property; it was intended for use by residents.

Vice President Cook noted that there was a broad visual corridor at Fifth Street and Buena Vista, especially through the pool area. She was concerned that the proposed garages would impair those visual sightlines.

President Cunningham suggested that the location of the gable ends of the proposed garages may be changed to help direct sightlines in a particular direction.

Architectural Design Comments

President Cunningham invited comment on the three design solutions for the stair tower. He concurred with Mr. Alexander that Option 1 would be the preferred scheme.

Mr. Piziali noted that he liked the first two options equally. He believed Option 3 was too vertically prominent.

In response to an inquiry by President Cunningham regarding the pilasters and columns, Mr. Lynch preferred Option 2.

Mr. Piziali liked Options 1 and 2, but preferred option 2 because of the hipped roof.

President Cunningham noted that Option 1 seemed to be preferred.

Vice President Cook would like to see an elevation from the Appezzato Parkway point of view to see the garage heights and variations against the buildings. Mr. Alexander agreed to present such an elevation to the Board in the future. He would also present a color elevation of a typical building.

Vice President Cook expressed concern about the entry pylons, which she felt connoted a gate. She inquired why they were important to the site design. She noted that was the entry for prospective tenants, and that the tenant entry was not as prominent and grand. Mr. Alexander replied that they wrestled with the issue of property identification, and added that this would be a significant property in Alameda. He noted that they did not want to install a gate, and tried to open up the property by removing some existing gates. They did not believe it would be appropriate to put a major entrance where the main car entry was located, and believed the Board would be more receptive to the entry statement midblock, where it would be less prominent. He believed it portrayed the heart of the property, but that it did not present a "gate" statement.

Ms. Kohlstrand suggested that the scale of the entry be lowered somewhat so that it would be in keeping with the other older neighborhoods in Alameda.

Mr. Lynch noted that a smaller scale would be beneficial, and believed that a signature entry would impart a sense of ownership to the residents.

Mr. Alexander noted that they could reduce the scale of the entry somewhat, and would be concerned about making it too short, when juxtaposed against the taller buildings.

Community Center Comments

In response to Mr. Piziali's question regarding the rest rooms, Mr. Alexander replied that there were two bathrooms to serve the pool, another two on the ground floor, and another two on the second floor.

President Cunningham noted that a speaker slip was received, and requested a vote to reopen the public hearing.

M/S Lynch/Piziali to reopen the public hearing.

AYES – 5 (McNamara, Mariani absent); NOES – 0; ABSTAIN - 0

Mr. Reginald James noted that he was a former resident of Harbor Island, and noted that the location for the trash enclosure at Fifth and Appezzato Parkway would have to be moved to accommodate the pathway through Fifth. He believed the northeast corner would be a good place for the trash enclosure. He did not know whether the concept of valet trash pickup would be workable. He believed that a recycling location would be a positive feature on the site. He supported a reduced amount of fencing. He did not support a high sound wall on Appezzato Parkway, and was not sure how a low wall would work. He expressed concern about the proposed private walkway. He suggested placing a walkway between Building 11 (rental office) and Building 12, which already had a visual connection from Woodstock on Brush.

The public hearing was closed for Board discussion.

In response to an inquiry by Vice President Cook, Mr. Alexander confirmed that the ground floor restrooms would be available to residents. He added that the Code required outdoor showers for by pool users, and they intended to provide that kind of shower.

Site Amenities

President Cunningham complimented the addition of amenities as requested by the Board at the last meeting.

Mr. Alexander noted that the inclusion of amenities in each quadrant was at the suggestion of Reggie James, which he supported.

In response to an inquiry by President Cunningham, Mr. Tai confirmed that as part of the conditions of approval, a landscape maintenance agreement would be required. The agreement would specifically require the applicants to maintain the landscaping; any neglect would enable the City to improve the landscaping at the applicants' cost.

Mr. Piziali would like to see a condition that all the construction trucks would stay off Buena Vista and Fifth Street (because of Longfellow School).

Mr. Tai noted that if the applicants needed a construction trailer, its approval would be subject to a use permit. The operation and functions of the construction trailer would be reviewed at that time.

President Cunningham noted that the Board would like an indication of the phasing as well.

In response to an inquiry by President Cunningham regarding satellite dishes, Mr. Alexander noted that FCC requirements call for the building owner to place a satellite dish on the roof for resident accessibility, or that the residents must be allowed to place dishes on their balconies. They are currently working with a cable consultant (CSI) to

negotiate contracts for them, and he added that their current contract was particular difficult.

Miscellaneous Comments

Mr. Lynch complimented Axis Architecture on its design work, and inquired whether they would have more design flexibility if they started from a clean site. Mr. Auxier confirmed that would be the case, but that it was prohibited by Measure A.

Vice President Cook noted that this site was an important part in creating a community for the 21st century, and hoped that dialogue about sensible planning can continue in a constructive way.

Mr. Auxier introduced Michael Lee, the on-site construction and project manager, and noted that he would be based locally.

Mr. Lee noted that the Board's comments about density were well-taken, and noted that recent projects he worked on have incorporated the higher density into the designs. He noted that they have used four-story parking garages surrounded by four-story residential buildings, as well as three-story buildings surrounding a courtyard. He noted that it was possible to keep the parking garages out of sight, and that there was no need for off-street parking. In addition, retail and commercial space could be incorporated as well.

Mr. Lynch believed the remodel should be just as beautiful as the new residences across the street, and that high-quality design elements were very important in getting the project right the first time.

Mr. Lee noted that because the foundations and frames were already in place, this project would be a relatively simple one to manage.

The Board comments were noted. No action was taken. A public hearing will be scheduled for a future agenda.

President Cunningham called for a ten-minute recess.

8-B. Work/Live Regulations (JA). Review and consider possible modifications of Section 30-15 of the Alameda Municipal Code regulating Work Live Studios.
(Continued from the meeting of January 10, 2005.)

Ms. Altschuler summarized the staff report.

The public hearing was opened.

Mr. Mark Irons, 835 Oak, noted that he lived in a work/live space in Oakland for 10 years, which he enjoyed very much. He expressed concern about placing this complex issue on the ballot because of possible misunderstanding of the deeper issues. He noted that any legal issues may delay or indefinitely postpone any work/live spaces. He believed the current ordinance fell short of its potential, and would like to see it upgraded to be more accommodating. He hoped the Board would be slow and methodical in considering the work/live uses.

Mr. Richard Rutter, 2205 Clinton Avenue, spoke in support of work/live uses with qualifications, and noted that he had been an architect for over 25 years. He noted that artists and architects were usually the first occupants of a redeveloped neighborhood, which eventually became upgraded for the use of other white-collar professionals. He believed that flexibility in planning the larger spaces along the Northern Waterfront and Alameda Point was appropriate for the community in the long run. He suggested that Measure A be modified to accommodate a work/live situation within appropriate zones.

The public hearing was closed for Board discussion.

Mr. Lynch noted that he supported Measure A, and inquired how Measure A and work/live lofts were in conflict. Ms. Altschuler replied that the conflict did not arise so much from the legal standing, because work/live studios were defined by both the State and local ordinances as industrial uses, as opposed to residential uses. She did not believe there was a conflict from a legal standpoint, although she believed the conflict would arise from the perception that people still live in those spaces. She added that was the basis for the argument against the uses as a Measure A conflict.

Mr. Lynch recalled the opposition to the demolition of Victorians in favor of multifamily housing as being a basis for Measure A. He saw work/live as a reuse of existing structures because the economics of a formerly light industrial/commercial space had changed. He did not believe there was a conflict between work/live uses and Measure A.

Ms. Altschuler noted that there would be considerable resistance to any alteration to Measure A, and that its proponents would not want to risk a slippery slope.

Mr. Lynch suggested that the residential vs. industrial nature of work/live units be brought directly to a judge to define it once and for all.

Ms. Harryman noted that the current lawsuit was not the first time the City had been sued on work/live and how it applied to Measure A. She could not communicate the exact status of the litigation, and noted that it would probably not be the last lawsuit. She believed that the existence of the two lawsuits (Edward Murphy and Ms. [Kowicki]) would probably bring the issue before a judge. She believed that Ms. [Kowicki] could build, because she had the approval of the City, but because there was pending litigation, it would be at her own risk. She did not believe Mr. Murphy had requested a retraining order, and believed the judge may be able to overturn the City's approval. She noted that Mr. Murphy had sued the City on this issue before, and did was not sure whether there had been a clear ruling one way or the other. She noted that previous cases had either been dismissed, or the parties had come to an agreement.

President Cunningham inquired what the benefit would be of bringing the work/live issue to the voters if there was existing case law that would prove the two ordinances were working against each other.

Ms. Harryman noted that there were pros and cons to bringing an issue to the people versus before a judge.

Mr. Lynch believed that if a judge invalidated an ordinance, they would provide some instruction regarding the conflicts contained in the ordinance so that it may be rewritten.

Ms. Harryman noted that judges often rule on other grounds, such as procedural grounds or standing.

Mr. Piziali believed the ordinance should be left as is, and it may be brought up on a ballot initiative. He was not interested in changing it at this time.

Ms. Kohlstrand believed the Board was being asked to debate the validity of the work/live ordinance, when the larger question was Measure A. She was unsure whether people were ready to engage in debate on Measure A yet.

Ms. Altschuler noted that the ordinance limits a geographic area, addresses zoning within that area, and then is limited to existing buildings, particularly historic buildings.

Mr. Piziali noted that he would not want to see work/live as new construction; he supported work/live as adaptive reuse, which was the current basis of the ordinance.

Mr. Lynch believed the voters of Alameda will recognize the common-sense purpose of the ordinance.

Ms. Altschuler believed that the Board's consensus was that the current ordinance was appropriate. She inquired whether the Board would be interested in addressing the geographic limitation.

President Cunningham noted that he would like to see work/live branch out to Alameda Point and Park Street. However, he did not want such a step to jeopardize the existence of the ordinance.

Mr. Piziali believed the residents of Alameda would be able to see that work/live uses were controlled, attractive and appropriate.

Vice President Cook believed this ordinance was a baby step toward a discussion of the broader implications of Measure A. She believed this ordinance brought up very important issues for historic preservation and adaptive reuse at the Base. She did not want to see the work/live ordinance put at risk by addressing more complex and overarching issues too soon.

Vice President Cook noted that Alameda's citizens had stopped public processes before when it became apparent that it would be not be beneficial. She believed that Alamedans would exercise the same common sense in this case.

President Cunningham noted that an additional speaker slip had been received.

M/S Lynch/Cook to reopen the public hearing.

AYES – 5 (Mariani, McNamara absent); NOES – 0; ABSTAIN – 0

The public hearing was reopened.

Mr. Mark Irons, 835 Oak, noted that he was pleased by the Board's discussion, although he did not disagree that work/live could be successfully extended throughout Alameda Point. He understood the delicacy of this issue.

The public hearing was closed.

No action was taken.

9. WRITTEN COMMUNICATIONS: None.

10. BOARD COMMUNICATION:

- a. Oral Status Report regarding the Alameda Point Advisory Committee APAC. (Vice President Cook).

Vice President Cook advised that the next meeting would be hosted by the Planning Board in Council Chambers, so that the Board may be brought up to speed and to televise the meeting. The City Council has voted to disband the APAC at the end of the community meeting, and had asked the APAC to pass on the information gathered over its lifetime to the appropriate boards. She suggested that a series of meetings be held to pass that information on, on a topic-by-topic basis. She suggested that the first meeting be held before the first community hearing to discuss regulatory issues, in order to bring the Board up to speed on that information.

Vice President Cook noted that there had been considerable discussion at the first community meeting about re-examining Measure A as it relates to Alameda Point. She noted that there was some communication at the second meeting, suggesting that the staff should not consider a non-Measure A alternative. She noted that a possible scenario at the Base was being considered that would include some discussion or possible changes to Measure A for the Base. She noted that was a very controversial issue.

Mr. Cormack advised that Andrew Thomas would make that presentation to the Board, either on February 14th or 28th, 2005; the 14th was preferable.

- b. Oral Status Report regarding Northern Waterfront Specific Plan (Vice President Cook).

Vice President Cook advised that there had been no further meetings since her last report.

- c. Oral Status Report regarding the Golf Course Committee (Board Member Piziali).

Board Member Piziali advised that he had confirmed the continuing existence of the Committee, although the meetings were on hold at this time, possibly due to a funding issue.

- d. Oral Status Report regarding the Golf Course Committee (Board Member Mariani).

Board Member Mariani was not in attendance to present this report.

Ms. Kohlstrand inquired whether it would be possible to receive the Board packets earlier than the Friday before the meeting. Mr. Cormack noted that the packet had been delayed to receive late information on Harbor Island.

President Cunningham recalled that there had been a move to post the packet on the website.

Mr. Lynch noted that staff transition had been discussed during the previous meeting, and requested that it be agendized for a future meeting, so that the City Manager be able to take part in the discussion. He believed that a discussion within the next month would be most beneficial.

11. STAFF COMMUNICATIONS:

Ms. Altschuler noted that the continued staffing levels affected the ability to distribute an email packet, and that they were attempting to maintain the same work product with a smaller staff. She noted that statutory requirements such as noticing were the first priority of the staff.

Ms. Altschuler advised that the support staff requested that she discuss the issue of Roberts Rules of Order as they related to meeting minutes. She noted that the Planning Board minutes were considerably more detailed than what is required, and added that the Council minutes were shorter and did not provide as much information. In order to provide additional time for support staff to perform other duties, she requested the Board's input regarding more limited meeting minutes. She noted that the meeting was recorded on audio and videotape, and added that lengthy minutes must be reviewed and amended by staff. In addition, there was a tremendous amount of paper used in the distribution of the minutes.

President Cunningham believed that for study sessions, that a list of bullet points would be sufficient. Routine items would still be well-served by briefer minutes.

Ms. Altschuler noted that more important or controversial items would still need detail appropriate to their complexity.

Ms. Kohlstrand supported that suggestion.

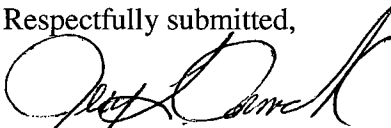
Ms. Altschuler noted that if the condensed minutes were not useful, the extended minutes could be reinstated.

In response to an inquiry by Mr. Lynch, Ms. Altschuler confirmed that Building Inspectors generally dropped the packets off while on their rounds in the field.

12. ADJOURNMENT:

10:27 p.m.

Respectfully submitted,



Jerry Cormack, Interim Secretary
City Planning Department

These minutes were approved at the February 14, 2005, Planning Board meeting. This meeting was audio and video taped.