



DOWNTOWN BUILDINGS COMMITTEE MEETING
Thursday, October 19, 2015 – 6:00 P.M.
Hillview, Room 2
97 Hillview Avenue, Los Altos, California

DRAFT

MEETING MINUTES

Attendance

Committee members present: Thomas Barton, Anita Kay Enander (arr. 6:15 p.m.), Deb Hope (arr. 6:10 p.m.), Edward Infante, Pat Marriott, Susan Mensinger, Teresa Morris, Denis Salmon, Nancy Nealon See (arr. 6:25 p.m.)

City Council: Megan Satterlee, Facilitator

City staff: Zach Dahl, Planning Services Manager, Jennifer Quinn, Economic Development Manager, Jennifer Savage, Special Projects Manager, Marcia Somers, City Manager

Committee members absent: Hillary Frank, Jane Reed

1. Approved minutes from September 17, 2015 meeting

Motion: Infante/Mensinger: Approve the September 17, 2015 meeting minutes. Passed 6-0-0, absent A. Enander, H. Frank, D. Hope, J. Reed, N. See

2. Review and approve final Committee recommendations to present to the Planning and Transportation Commission

Councilmember Satterlee provided an overview of the general structure of study sessions in preparation for the November 5, 2015 meeting with the Planning and Transportation Commission. Each subcommittee will have 5-10 minutes to present their information with 10-20 minutes of questions from the Commission members.

Motion: Salmon/Infante: Recommendation for subcommittees to report in the following order: Height, Curb Appeal, Policy & Procedures. Passed 9-0-0, absent H. Frank, J. Reed

The Committee confirmed the PTC report format and the subcommittees will provide staff with visual presentations in advance of November 5.

Each subcommittee presented its planned recommendations and received feedback from Committee members in order to develop the final materials to be included in the PTC meeting packet.

The consolidated list of recommendations will indicate the priority of each recommendation as determined by the respective subcommittee for review by the Committee at its November 5, 2015 meeting.

3. Determine future meeting dates and topics, as needed

The next Committee meeting will occur on November 5, 2015 subsequent to adjournment of the Planning and Transportation Study Session.

- November 5, 2015 at Neutra House, 6:00p, Study Session with Planning and Transportation Commission
- November 5, 2015 at Neutra House, 7:30p, DBC meeting
- November 12, 2015 at Neutra House, 6:00p, DBC meeting (tentative)
- December 3, 2015 present to Planning and Transportation Commission at Community Meeting Chambers, 7:00p (tentative)

Meeting adjourned at 8:35 p.m.



DOWNTOWN BUILDINGS COMMITTEE MEETING
Thursday, November 5, 2015 – 7:30 P.M.
Neutra House
181 Hillview Avenue, Los Altos, California

DRAFT

MEETING MINUTES

Attendance

Committee members present: Anita Kay Enander, Deb Hope, Edward Infante, Pat Marriott, Susan Mensinger, Teresa Morris, Jane Reed, Denis Salmon, Nancy Nealon See

City Council: Megan Satterlee, Facilitator

City staff: Zach Dahl, Planning Services Manager

Committee members absent: Hillary Frank, Thomas Barton

1. Approve minutes from October 19, 2015 meeting

Deferred to November 12, 2015 special meeting.

2. Review and discuss changes to Committee recommendations

Discussion on Planning & Transportation Commission feedback

- Height limit recommendations should be clarified
- Clarify intent of increasing front yard setback in CD and CD/R3
- Minimum sidewalk width? Clarify if part of front yard setback requirement
- Landscaping recommendations – summary used is obscure - update
- Combined Recommendations Checklist:
 - For Views, should specific locations be identified?
 - Split Views and Light Plane into separate sections
 - Make sure all recommendations are actionable

3. Approve and prioritize final Committee recommendation

Deferred to November 12, 2015 special meeting.

4. Discussed next steps and future meeting dates and topics

- November 12, 2015, special meeting at Neutra House, 6:30p
- December 3 or 17, 2015, present to Planning and Transportation Commission at Community Meeting Chambers, 7:00p
- Present recommendations to City Council (TBD)

Meeting adjourned at 9:00 p.m.