



DOWNTOWN BUILDINGS COMMITTEE MEETING
Thursday, December 3, 2015 – 6:30 P.M.
Library Program Room
13 S. San Antonio Road, Los Altos, California

DRAFT

MEETING MINUTES

Attendance

Committee members present: Anita Kay Enander, Deb Hope, Edward Infante, Pat Marriott, Susan Mensinger, Teresa Morris, Nancy Nealon See (arr. 6:50 p.m.)

City Council: Megan Satterlee, Facilitator

City staff: Marcia Somers, City Manager and Zach Dahl, Planning Services Manager

Committee members absent: Thomas Barton, Hillary Frank, Jane Reed, Denis Salmon

1. Approve minutes from November 12, 2015 meeting

Motion: Infante/Enander: Approved the November 12, 2015 meeting minutes. Passed 6-0-0, absent: T. Barton, H. Frank, J. Reed, D. Salmon, N. See

2. Review final reports and tables

By consensus, the following changes were made to the final Committee reports and tables:

- Height report under Outcomes: in first sentence remove “outside the” and “core” (page 8)
- Guidelines report: incorporate approved changes under TBD (page 7)
- All recommendations: change “Priority” to “Importance”
- Height/Ped Experience recommendation: change importance of 1.A from “1” to “0”
- Height/Ped Experience recommendation: change importance of 5.O from “1” to “0”
- Procedures recommendation: revise 2.G to “e.g. Sketch Up software or similar”
- Add a legend to recommendations: Order of importance 0 – 3 with “0” being the highest importance

3. Review and approve presentations for Planning and Transportation Commission meeting scheduled for December 17, 2015

A subcommittee of D. Hope, A. Enander, N. See and T. Morris will finalize presentation for January 7, 2016 Planning and Transportation Commission meeting

4. Discuss next steps and future meeting dates and topics
 - January 7, 2016 – present recommendations to Planning and Transportation Commission, 7:00p, Community Meeting Chambers
 - January 14, 2016 – debrief of January 7, Planning and Transportation Commission meeting, 6:30p (location to be determined)
 - February 9, 2016 (tentative) – present recommendations to City Council, 7:00p, Community Meeting Chambers

Meeting adjourned at 7:55 p.m.