

Heritage Square RFP Working Group Meeting Minutes

Meeting No.: 5

Meeting Date: 7.23.09

Attendees: Charles Nelson, Maria Isenberg, Ralph Poole, Jim Wong, Ishmael Trone, Bill Huang, Brad Fuller

Old Business:

- 1.1 **Mission Statement and Tasks.** The manner in which the joint NW Commission and FO PAC meeting on July 23, 2009 at 6 pm will be run will be determined by the two entities. Flyers were sent out electronically and hard copies will be posted around Robinson Park. A general update of the project was given at the EDTech Committee meeting on August 5, 2009. EDTech recommended the project, particularly the Church's Chicken lease negotiations, be brought to closed session of the City Council on July 13, 2009. Jim distributed the ENA termination letter. **ACTION:** Input to be received on the Mission Statement and Tasks in the community meeting.
- 3.3 **RFP timeline.** Bill distributed an updated timeline. **ACTION:** Bill to revise RFP timeline as needed.
- 4.2. **Review of RFP Criteria.** Bill distributed updated RFP criteria. **ACTION:** Bill to revise RFP Criteria as needed.
- 4.3 **Heritage Square Name.** A possible name change was discussed. **ACTION:** Input will be received on the possible name change in the community meeting.
- 4.4 **CHAP Tour.** The working group desires to see both facilities proposed by CHAP. **ACTION:** Bill to contact CHAP to coordinate tour.
- 4.5 **Site Code Requirements.** There is a desire to have copies of the code sections that apply to the site. **ACTION:** Jim will contact Planning & Development.
- 4.6 **Independent Review Panel.** It is currently anticipated that 3 of the 5 IRP members will be housing experts who are also Pasadena residents. A recommended list can be suggested by the Housing Dept. The Working Group can recommend members from the list. **ACTION:** Bill will present list to Working Group.

New Business:

- 5.1 **Approval of Meeting Minutes #4.** Moved by M.I., seconded by I.T., unanimous approval.
- 5.2 **City Council Closed Session Update.** The City Council discussed the Church's Chicken lease in closed session. As part of the background, they were given the April 6, 2009 Green Sheet that describes the site being divided into two parts.
- 5.3 **Architectural Consultant.** An architectural consultant will be hired by the Housing Department to develop a conceptual site plan. An RFP for these services is an option to allow local architects to apply. However, any architect selected to prepare the conceptual site plan would be ineligible to apply as part of a development team. **ACTION:** Input to be received on this item in the community meeting.
- 5.4 **Next Meeting.** August 13, 2009 at 4 pm at the Housing Department. **ACTION:** Bill to prepare meeting agenda.

These meeting minutes are considered to be an accurate record of the meeting unless revisions are requested of the preparer (Bill Huang, 626/744-8320; whuang@cityofpasadena.net) in a timely fashion.