

Heritage Square RFP Working Group Meeting Minutes

Meeting No.: 6

Meeting Date: 8.13.09

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

Approval of Meeting Minutes #5. Moved by I.T., seconded by M.I., unanimous approval.

Old Business:

- 1.1 **Mission Statement and Tasks.** Input received from the community on the Mission Statement and Tasks in the community meeting. No modifications to the Mission Statement and Tasks are required based on community input. Mission Statement was determined to be final by consensus of the Working Group. **ACTION:** It will be posted as final on the website.
- 3.3 **RFP timeline.** Bill distributed an updated timeline. To be discussed in future meetings. **ACTION:** Bill to revise RFP timeline as needed.
- 4.2. **Review of RFP Criteria.** Bill distributed updated RFP criteria. To be discussed in an upcoming meeting. **ACTION:** Bill to revise RFP Criteria as needed.
- 4.3 **Heritage Square Name.** A possible name change was discussed. F.O. PAC approved the renaming of the project. However, the NW Commission and the Working Group need to have further discussion on this issue. The City has a concern that naming the project after a person may mean having to involve that person or their heirs in the decision making process which may complicate matters and open up the possibility for misunderstandings, disappointment, and hurt feelings. **ACTION:** To be further discussed by the Working Group.
- 4.4 **CHAP Tour.** The working group desires to see both facilities proposed by CHAP. **ACTION:** Bill to contact CHAP to coordinate tour for 9/24/09.
- 4.5 **Site Code Requirements.** There is a desire to have copies of the code sections that apply to the site. **ACTION:** Jim to work with Planning & Development to finalize this item by 9/10/09.
- 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. To be discussed in an upcoming meeting.
ACTION: Bill will present list to Working Group.

- 5.3 **Architectural Consultant.** An architectural consultant will be hired by the Housing Department to develop a conceptual site plan. An RFB 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. The draft RFB was reviewed. Ads will be placed in the Star News, Pasadena Weekly and Pasadena Journal. The Working Group will serve as the selection committee for this RFP. **ACTION:** Jim to finalize RFB, place ads, and release the RFB. The Architect will meet with the Working Group on 10/8/09, 10/22/09 & 11/12/09 and with the community on 11/19/09.

New Business:

- 6.1 **Debrief from Community Meeting.** Mission Statement & Tasks, expanding RFP Working Group, limiting the number of units, arch consultant RFP, church demo were all discussed and recorded under separate items in the minutes.
- 6.2 **Expanding RFP Working Group.** It was determined that the RFP Working Group will not be expanded, but that Jill Shook, Anne Marie Hickambottom, Dr. Benson, and Marvin Schactner will be invited to meet with the Working Group on 9/24/09 to provide feedback on the issue of physical project assumptions for the RFP. **ACTION:** Bill will draft an invitation letter to the invited guests.
- 6.3 **Limiting Number of Units.** Discussed impact on economies of scale and limited City funding. If the number of units increases beyond about 80 then trade offs need to be made in terms of reducing the amount of land available for the commercial RFP, increasing the height beyond three stories, or providing subterranean parking. All of these are considered undesirable. More units and subterranean parking will increase the required City subsidy which may not be possible. The specific number of units will be clarified by the conceptual site plan options. Financial comps for recent senior housing developments were reviewed. Comps ranged from a HUD 202 funded project with 4% low income housing tax credits and tax exempt bonds and surface parking to 9% low income housing tax credit funded project with subterranean parking. It was determined that the RFP needs to be designed for HUD 202 funding and surface parking because the local subsidy above and beyond the land is limited. **ACTION:** Bill & Jim to identify parameters that will enable the project to compete favorably for HUD 202 funding.
- 6.4 **Press Release Protocol.** Draft press items to be reviewed by Working Group before being finalized.
- 6.5 **Decker House.** Housing will issue an RFP to move the Decker House. The priority requirements will be to preserve the structure, move it off the site but

keep it in Pasadena, entity must have experience with moving and rehabbing historic structure, and minimize the cost to the City. **ACTION:** Jim to provide draft RFP on 9/24/09.

- 6.6 **Church Demo.** The church will be demoed with CDBG funds and an RFP will be issued. **ACTION:** Jim to provide a draft demo RFP on 9/10/09.
- 6.7 **Website Info.** Project info is up on Housing Dept and City website. The comment feature is not on the old website, but will be on the new website which is scheduled to be launched in mid-August. **ACTION:** Jim to post updated minutes on website.
- 6.8 **Senior Housing Tour.** The Working Group desires to tour the Rose Court senior housing project on Fair Oaks since it is similar to what can be developed on Heritage Square. **ACTION:** Bill will arrange the tour for 10/8/09 before the regular Working Group meeting.

Next Meeting. September 10, 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.