

PLACE DESIGN TASK FORCE

MEETING MINUTES

Date: August 22, 2012

Time: 12:00 pm

Location: Neighborhood Development Services Conference Room

Attendees:

Members

AD Andrea Douglas, Chair
RL Rachel Lloyd, Vice-Chair
RP Richard Price, Secretary
CG Claudette Grant
MW Mark Watson
BM Beth Meyer
PO Pete O'Shea

Ex-Officio Members

KG Kathy Galvin, *City Council*

City Staff, Neighborhood Development Services

MS Mary Joy Scala
JT Jim Tolbert

I. Call to order. Meeting called to order at 12:15 pm

II. Upcoming meetings

- 9/6/2012 - 5:00 to 7:00 pm at City Space - Joint meeting w. BAR / City Council
- 9/27/2012 - 12:00 pm at NDS conf room - regular meeting of PDTF and discussion of Belmont Bridge project. PDTF members should forward 10 powerpoint slides to JT prior to meeting for inclusion in presentation

III. Bylaws

- Proposed bylaws revised by RP and MW submitted for consideration
- Section 3.1 language revised to clarify that one member present at meetings will act as Secretary in absence of secretary. Various typos noted.
- RP notes city attorney recommends task force members consult w. attorney if questions arise about conflict of interest
- RP notes city attorney recommends members set up separate email accounts for PDTF business to facilitate Freedom of Information Act requests. JT will consult with city IT dept to determine if city can provide e-mail addresses
- RP notes minutes need to be reviewed by city attorney prior to final approval
- Motion is made and seconded to accept minutes as modified, subject to review by city attorney. By voice vote, motion is carried.
- RP is nominated and seconded to serve as Secretary. By voice vote, he is elected.

IV. Review of City Planning History

- JT outlines history of recent city urban design efforts, including Urban Design Task Force, the "Corridor Study" undertaken by Torti Gallas, and recent zoning code changes

V. BAR Design Guidelines

- JT furnishes copy of proposed changes to BAR guidelines chapter 6, currently under consideration by council. JT requests comments be forwarded to MJS, and will be discussed w. BAR at 9/6 meeting.

VI. Meeting Adjourned at 2:05 pm.