FORT ORD REUSE AUTHORITY
REGIONAL URBAN DESIGN GUIDELINES (RUDG) TASK FORCE
MEETING MINUTES
9:30 a.m., Thursday, February 25th, 2016
920 2nd Avenue, Suite A, Marina CA 93933 (FORA Conference Room)

1. **CALL TO ORDER**
   Co-chair Victoria Beach called the meeting to order at 9:35 a.m. The following were present:

Committee Members:
Victoria Beach, City of Carmel-by-the-Sea
Elizabeth Caraker, City of Monterey
Diana Ingersoll, City of Seaside
Layne Long, City of Marina
Anya Spear, California State University Monterey Bay (CSUMB)

Brian Boudreau, member of the public
Wendy Elliott, Dunes at Monterey Bay
Bob Schaffer, member of the public
Beth Palmer, member of the public
Jane Haines, member of the public

Other Attendees:
Kathy Biala, Marina Planning Commission
Grace Bogdan, Monterey County
Robert Guidi, Department of the Army (POMDWP)
Craig Malin, City of Seaside
Steve Matarazzo, University of California Monterey Bay Education, Science and Technology Center (UCMBEST)
Virginia Murillo, Transportation Agency of Monterey County (TAMC)
Vicky Nakamura, Monterey Peninsula College
Tim O'Halloran, City of Seaside

FORA Staff:
Michael A. Houlemard, Jr. (Chair)
Steve Endsley
Josh Metz
Jonathan Brinkmann
Mary Israel
Ted Lopez
Jen Simon

2. **PLEDGE OF ALLEGIANCE**
   Victoria Beach led the pledge of allegiance.

3. **ACKNOWLEDGEMENTS, ANNOUNCEMENTS AND CORRESPONDENCE**
   None.

4. **APPROVAL OF MEETING MINUTES**

   a. December 16, 2015 Minutes and February 5, 2016 Minutes
   MOTION: Diana Ingersoll moved, seconded by Layne Long, to approve the December 16, 2015 and February 5, 2016 RUDG Task Force meeting minutes.
   MOTION PASSED UNANIMOUSLY.

5. **PUBLIC COMMENT PERIOD**
   None.

6. BUSINESS ITEMS

a) DRAFT RUDG content review/update

Economic Development Coordinator, Josh Metz presented a working draft of the RUDG website and hardcopy. He reviewed new content: "Objectives" and "Measures," and an expanded "Definitions" section and he illustrated how language in the RUDG December 2015 Draft was extracted from "Purpose" and "Intent" Guideline sections to go into the three areas.

Beth Palmer asked how the website would be timestamped. Several Task Force members clarified that the website would match a time-stamped document version of the RUDG and both would be approved by the FORA Board of Directors (Board).

Mr. Metz shared that the staff and RUDG Task Force volunteers spent a few days comparing the RUDG "Objectives" and "Measures" with three major on-site project guidelines. Kathy Biala asked what staff did to reconcile discrepancies. Mr. Metz explained that staff incorporated elements of project guidelines if they strengthened the RUDG, and that no conflicts were found. Outstanding Measures and Objectives content was identified and included in remaining staff and/or consultant tasks.

Ms. Biala about a RUDG consistency determination Checklist. Mr. Metz answered that the Checklist is being refined to match the Measures, and staff is leaning toward a Yes/No answer for each measure; a comment area for measure sets where planners can list their alternative approaches that meet the Objectives would also be included.

Mr. Metz reviewed refinements made to the Introduction:

a) Overview-- includes reference to Authority Counsel memorandum on RUDG legal framework,

b) How to Use These Guidelines-- defines Objectives and Measures and how they will function in plan/project BRP consistency evaluations, and

c) Policy Application-- clarifies Base Reuse Plan (BRP) priority in case of any RUDG omissions or conflicts.

Steve Matarazzo suggested that (b) include a sentence that offers "other solutions may be applicable" and Victoria Beach said "not exhaustive" be added as well. Michael Houlemard clarified that the process for consistency determinations is not going to change; jurisdictions are going to use the guidelines and the review of projects will go to FORA Planning Department, then the Administrative Committee for review, then to the Board.

Mr. Metz reviewed the updated Definitions section and asked the Task Force to send any other words found in the text that should be defined, as well as ideas on how to improve the current definitions.

Mr. Metz asked the Task Force whether the cross sections for roads should be retained as samples or become Measures. The Task Force requested a detailed look at consultant-provided cross sections and those in the BRP, then bring back a recommendation. Ms. Ingersoll said to also find consistency between the FORA guideline draft and City of Seaside's understood guideline for regional circulation corridors. Ms. Elliot suggested staff look at the Dunes at Monterey Bay road designs.

In the discussion of landscaping palette, the Task Force supported hiring a consultant. Anya Spear noted CSUMB has faced challenges establishing durable plantings. Mr. Long said "all native" leads to a bland landscape, and should be broadened to low-water with a balance of native and introduced species for year-round color. He requested a specific plant list that is a

subset of area jurisdictions' commonly broad landscape palettes. Ms. Beach suggested instructions on layout, such as density, height and placements. Ms. Biala said that Marina has a 60% native requirement and an ecosystem approach. Ms. Beach added that the issue of maintenance could be included, watering regimes and what it is to look like. Ms. Elliot said the palette could be limited and specific to different micro-climates on former Fort Ord, including height and mass suggestions, but leave the maintenance and layout to the designers. Mr. Houlemard stated that maintenance is not a RUDG issue. However, Ms. Spear asked for the plant lists to be segregated by "easy to maintain" and "easy to kill" for each microclimate. Ms. Beach said the BRP also suggested reuse of water and that swales and irrigation with reclaimed water are implied by the BRP. These suggestions should go to a familiar and local consultant to put the lists together.

The next RUDG meeting is tentatively set for March 23, 2016 at 9:30 a.m.

7. **ITEMS FROM MEMBERS**
   None.

8. **ADJOURNMENT**
   Meeting was adjourned at 11:05 a.m.