



# MEMORANDUM

**DATE:** January 7, 2009

**TO:** Housing Commission

**FROM:** Thomas Rogers, Associate Planner  
Community Development Department

**RE:** **Selection of Housing Commission Representative to the El Camino Real/Downtown Specific Plan Oversight and Outreach Committee and Appointment of Subcommittee for the Overall Specific Plan Process**

On July 15, 2008, the City Council unanimously accepted the El Camino Real/Downtown Vision Plan and approved the scoping and consultant procurement process for the second phase of the overall planning project, which will involve the preparation of a Specific Plan and associated Environmental Impact Report (EIR). On December 15, after an in-depth review process, the City Council approved the recommendation of the Consultant Review Committee to select Perkins+Will (formerly SMWM) to provide consultant services for the Specific Plan process. More information is available on the project web page:

[http://www.menlopark.org/projects/comdev\\_ecrdowntown.htm](http://www.menlopark.org/projects/comdev_ecrdowntown.htm)

The Specific Plan Process will be aided throughout by a task force, the Specific Plan Oversight and Outreach Committee ("the Committee"), which will have the following primary objectives:

1. Provide advisory input and recommendations to the consultant and staff regarding the outreach process and concept plans (i.e. alternatives) and programs; and
2. Reach out to other community members and help bring them into the broader planning process through participation in the Community Workshops and other visioning activities.

The overall composition of the Phase I Visioning Process Oversight and Outreach Committee will be retained. The Committee will be comprised of the following members:

<b>Member</b>	<b>Number</b>	<b>Selection Method</b>
Parks and Recreation Commission	1	Appointed by Commission
Planning Commission	1	Appointed by Commission
Housing Commission	1	Appointed by Commission
Environmental Quality Commission	1	Appointed by Commission
Transportation Commission	1	Appointed by Commission
Bicycle Commission	1	Appointed by Commission
Stanford University	1	Appointed by Stanford University
Downtown/ECR Business Owner	1	Appointed by Chamber of Commerce
Downtown/ECR Property Owner	1	Appointed by Chamber of Commerce
Development Community Representative	1	Appointed by City Council Through Open Application
Downtown/ECR Area Residents	3	Appointed by City Council Through Open Application
At-Large Members	5	Appointed by City Council Through Open Application
<b>Total</b>	<b>18</b>	

Anyone on the Housing Commission may volunteer for the Committee. If more than one Commissioner volunteers, the full Commission should vote to select its representative. The Commission is asked to select a member who can successfully represent the broad set of interests of the Commission as a whole. The representative may be the same Commissioner who served on the previous Committee (Elizabeth Lasensky), although this is not required.

The Commissioners who are not selected as the representative for the Committee are still invited to attend all public meetings conducted as part of the visioning process. In addition, the City Council requests that each Commission appoint a three-person subcommittee (of which the Oversight and Outreach Committee representative is one member) for the overall project. The subcommittee will help inform their representative's input, and will also help encourage broader Commission participation in the project. The Commission will have a standing item on its agenda for the El Camino Real/Downtown Specific Plan process, in order to provide updates and facilitate discussion.