
From: Kearstin Dischinger <kdischinger@bridgehousing.com>
Sent: Monday, August 06, 2018 6:55 PM
To: Shaw, Jeremy (CPC); Lesk, Emily (ECN); Joe Kirchofer (Joe_Kirchofer@avalonbay.com)
Subject: Planning Coordination on d4d
Attachments: Balboa Deliverables Schedule 07 11 2018_coordination with RCP coordinati....xlsx; 180731 Balboa Coordination with Planning prior to SUD-JS EL KMD.DOCX

Hi Jeremy and Emily and Joe,

I apologize that this conversation has been so piecemeal, I believe that has resulted in us having some miscommunications. Unfortunately our team was unable to address this memo at our regular meeting last week. So, I'll prod folks to revisit. However after reviewing the documents provided by the City and our team I think we are pretty close to on the same page.

The attached word document includes our team's proposal for coordination on the d4d and planning review. The attached excel, especially the meeting milestones tab of the columns A through E are Planning's proposal for coordination.

I added the RCP proposal from the word document to column F.

There are a few differences but I think we are generally on the same page.

- Order of conversations– I asked our team to make their schedule with their proposed workplan. So to the extent we could address topics in the order proposed by RCP, that would make the most sense for their internal work flow.
- Content of meetings – unless I'm missing something I think we all anticipate covering the same topics. One minor difference, planning proposed a kick off meeting that seems to focus purely on the process of D4D. I think that is a good topic – though likely it can get put on a bigger agenda as part of the kick off meeting.
- Frequency of meetings – generally RCP proposed one meeting for every two planning proposed. RCP proposed covering more topics in each meeting, such that every topic is covered.

I understand that planning has recent experience with D4d's that suggest more frequent meetings are helpful. However we are proposing to provide a draft end 2018/early 2019 and seek entitlement an entire year later. This mirrors the schedule we are proposing to process the infrastructure plan – 6month ramp up with infrequent meetings, a formal submittal, followed by a year for review and refinements. I propose we adopt the schedule as proposed by RCP. If the full agenda is not accomplished in a given meeting we could schedule additional meetings. Our design team feels they can turn work around in bigger chunks and have meaningful conversations. Perhaps we book these as 1.5 hour meetings?

Regarding an outline/TOC – I think Jeremy provided some examples last week, so it is on RCP to put together a draft for Balboa. We will try to get that before the kick off meeting.

I'd suggest we schedule the kick off meeting for end of August (after the 20th so RCP key folks can be there). That will also give us some time to get a tighter schedule. If that makes sense could someone set up a doodle poll of some sort?

Thanks, K

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