



# Fort Ord Reuse Authority

920 2<sup>nd</sup> Avenue, Suite A, Marina, CA 93933  
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**APPROVED**

**ADMINISTRATIVE COMMITTEE MEETING**  
**8:15 A.M. WEDNESDAY, January 2, 2013**  
920 2<sup>nd</sup> Avenue, Suite A, Marina CA 93933 (FORA Conference Room)  
**MINUTES**

**1. CALL TO ORDER**

Co-Chair Houlemard called the meeting to order at 8:22 a.m. The following were present, as indicated by signatures on the roll sheet:

Doug Yount, City of Marina\*  
Elizabeth Caraker, City of Monterey\*  
Diana Ingersoll, City of Seaside\*  
Bob Rench, CSUMB  
Bob Schaffer  
David Zehnder, EPS  
Jane Haines

Anya Spear, CSUMB  
Chuck Lande, Marina Heights  
Scott Hilk, MCP  
Sid Williams, UVC

FORA Staff:  
Michael Houlemard  
Steve Endsley  
Jonathan Garcia  
Stan Cook  
Jim Arnold  
Crissy Maras  
Lena Spilman

\* Voting Members

**2. PLEDGE OF ALLEGIANCE**

John Dunn led the Pledge of Allegiance.

**3. ACKNOWLEDGEMENTS, ANNOUNCEMENTS AND CORRESPONDENCE**

Co-Chair Houlemard announced that long-time FORA employee Charlotte Ellsworth had passed away and that her services would be held that week.

**4. PUBLIC COMMENT PERIOD**

Bob Schaeffer announced that he was no longer employed by Marina Community Partners.

**5. APPROVAL OF NOVEMBER 7, 2012 MEETING MINUTES**

**MOTION:** Graham Bice moved, seconded by Elizabeth Caraker, to approve the December 19, 2012 Administrative Committee meeting minutes as presented.

**MOTION PASSED:** unanimous

**6. JANUARY 11, 2013 FORA BOARD MEETING – AGENDA REVIEW**

Mr. Houlemard reviewed the items on the upcoming January 11, 2013 Board meeting agenda.

**7. OLD BUSINESS**

**a. Master Resolution/Settlement Agreement Compliance – Deed Notifications Update**

Real Property and Facilities Manager Stan Cook provided a status update regarding outstanding deed notifications required to be completed by the jurisdictions.

**b. Post Reassessment Policy Options Consideration – Workshop/Retreat**

**i. Scheduling**

**ii. Format**

Co-Chair Houlemard presented the item. Jane Haines addressed the Committee, requesting they rescind their recommendation for Board adoption of the Guiding Principles, since principles 2c, 2, 3b, and 3d conflicted with the Base Reuse Plan. She distributed materials (attached).

The Committee recommended the Board engage in a strongly facilitated series of workshops to consider the policy options resulting from the Base Reuse Plan Reassessment and that staff amend their report on the item to reflect the Committee's comments. The Committee also indicated that the Guiding Principles should be among other items discussed for proceeding with the policy discussion.

**8. NEW BUSINESS**

**a. CIP Review – Phase II Study**

**i. Implementing Formulaic Approach - Update**

FORA Senior Planner Jonathan Garcia presented the item. David Zehnder, Economic and Planning Systems, discussed their work on the implementation of the formulaic approach for development fees. It was agreed that every effort would be made to get the update to the Board in February.

**b. Regional Urban Design Guidelines – Proposed Work Program**

Assistant Executive Officer Steve Endsley presented the item and the Committee discussed the best way to move forward with the Regional Guidelines. Jane Haines addressed the Committee and distributed a letter regarding the item (attached).

**9. ITEMS FROM MEMBERS**

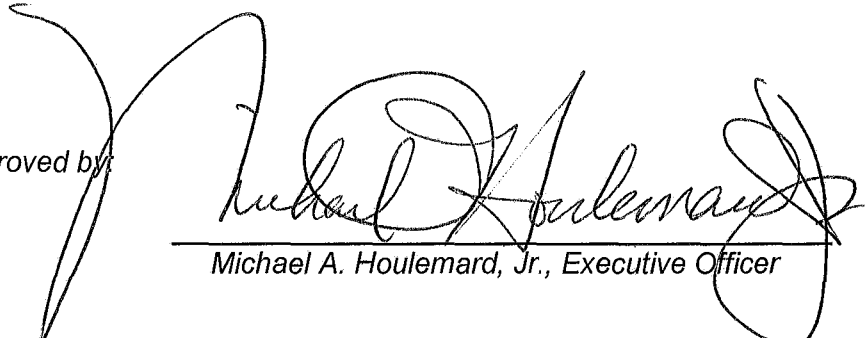
Co-Chair Houlemard announced that the Committee would consider nominating its 2013 Committee Co-Chair in February. Mr. Dunn requested staff distribute the 2013 Committee Roster, when appropriate. Staff agreed.

**10. ADJOURNMENT**

Co-Chair Houlemard adjourned the meeting at 10:10 a.m.

*Minutes Prepared by:  
Lena Spilman, Deputy Clerk*

Approved by:

  
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Michael A. Houlemard, Jr., Executive Officer