

# Memorandum

**TO: Envision San Jose 2040  
Task Force**

**FROM: Stan Ketchum**

**SUBJECT: JULY 28, 2008  
TASK FORCE MEETING**

**DATE: July 21, 2008**

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This memo provides information to assist you in preparing for the July 28, 2008 Envision San Jose 2040 Task Force meeting. This meeting will continue the preliminary activities that will contribute to the development of land use scenarios as the basis of the Envision San Jose 2040 General Plan.

As noted at the top of the agenda, it will be necessary to request all types of personal electronic devices to be turned off during the meeting. It has been confirmed that they are the cause of the annoying intermittent humming noise broadcast over the sound system.

**Agenda Item 3 – Review of Decision-Making Protocol**

Staff and the Co-Chairs have prepared this procedure (included in packet) to clarify the decision-making process for both the Land Use Scenarios and other Task Force activities. It also describes a revised approach to staff's role and location during the meetings, intended to help focus Task Force discussion.

**Agenda Item 4 – Tour Debrief**

Included in the packet is a document including the responses to comment cards received from 30 of the 70 participants in the June 28, 2008 Task Force Tour. This item will provide an opportunity for the Task Force to share reflections from the tour and identify useful information learned that will contribute to the development of the updated General Plan.

**Agenda Item 5 – Development of Land Use Scenarios**

At the June 23, 2008 meeting, the Task Force discussed the Draft Land Use Scenarios Guidelines related to the Vision themes of Innovative Economy and Vibrant Arts and Culture. Staff has prepared two documents to facilitate this agenda item. The first (Agenda Items 5a, d) contains comments and proposed revisions addressing the two topics discussed on June 23. The second document (Agenda Item 5c) contains the remaining six Land Use Scenario Guideline themes for discussion. This document also includes Task Force input on these themes received at the June 23 Task Force meeting. At the July 28 Task Force meeting, discussion will focus on the following three Guideline themes: Interconnected City, Environmental Leadership and Healthy Neighborhoods. Recommended reading material for each of these topics is included in the Meeting E-mail. In addition to the items relating to the Healthy Neighborhoods topic included in the E-mail list, the Task Force is referred to the separate document entitled "General Plans and Zoning: A Toolkit on Land Use and Health" prepared by the HealthTrust, and distributed to the Task Force after the March 24, 2008 Task Force meeting.

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If you have any questions, please contact either me (535-7876) or Michael Brilliot (535-7831), or by email at [stan.ketchum@sanjoseca.gov](mailto:stan.ketchum@sanjoseca.gov)/[michael.brilliot@sanjoseca.gov](mailto:michael.brilliot@sanjoseca.gov).

Stan Ketchum  
Principal Planner