



Memorandum

TO: Envision San Jose 2040
Task Force
SUBJECT: Task Force Procedural Items

FROM: Stan Ketchum
DATE: November 2, 2007

This memorandum addresses several procedural items relevant to the Task Force. They are as follows:

- Procedure for receipt of correspondence
 - 2008 Task Force meeting schedule
 - Assigned reading material
 - Recent media articles
 - Task Force Biographies
1. Procedure for Receipt of Correspondence
 - a. Correspondence from the public can be presented at Public Comment portion of agenda. It will be included in the packet for the next Task Force meeting and posted on the website.
 - b. Correspondence from Task Force members to the Task Force will be included in the packet for the next Task Force meeting and posted on the website.
 - c. Correspondence from either the public or a Task Force member cannot be discussed at a meeting unless it addresses an agenda item.

One recent letter was received and is included in this packet.
 2. 2008 Task Force Meeting Schedule

The Task Force meetings will be held on the fourth Monday evening of the month, beginning in January 2008, unless otherwise noted. All meetings will held at San Jose City Hall in the Council Wing Rooms W118 – 120, from 6:30 – 9:00 p.m., unless otherwise noted.
 3. Assigned Reading Material

The Co-Chairs have recommended that supplemental information be provided to the Task Force in support of future agenda topics. The following items are included for your review in conjunction with Agenda Item 4, the Visioning Process:

 - Charter of the Congress for the New Urbanism
 - Learn About the New Urbanism
 - Ahwahnee Principles for Resource-Efficient Communities – Local Government Commission
 - Ahwahnee Water Principles for Resource-Efficient Land Uses– Local Government Commission

4. Recent Media Articles

Planning Staff will provide copies of recent media articles as they are identified. Three recent articles are included in this packet for your review.

5. Task Force Member Biographies

The compiled set of Task Force member biographies will be posted on the website in the near future and provided to the Task Force at the November meeting.

Stan Ketchum
Principal Planner