

Attachment 5

Includes the following documents:

1. Memo from Ad-Hoc Committee – Land Use

April 6, 2017

To: HCBF Board
From: HCBF Subcommittee on the Land Use Impact Study
Re: Next steps

During the afternoon of April 6, 2017, the HCBF board subcommittee of Sean Hecht, David Sloane, and Kathleen Woodward met by conference call, together with Meghan Reese, to discuss the next steps regarding the final report of the Harbor Off-Port Land Use Study provided by Raimi & Associates. The subcommittee had a substantial discussion of the issues, and eventually came to consensus on two recommendations.

First, the subcommittee unanimously supports moving forward with the funding of the website. While we feel we could not fully vet the expertise of the proposed vendor, each of us feels strongly that the website is a primary vehicle for disseminating the information included in the report. Further, the website construction provides an opportunity to enhance the narrowly drawn, data-driven report and make it reflect the stories of those living in San Pedro and Wilmington.

Second, the subcommittee agreed that the report does need some revision, and recommend the expenditure of funds to ensure that the report is accessible and useable by San Pedro and Wilmington residents and organizations. In that pursuit, the subcommittee recommends that the following tasks be completed by Raimi & Associates under an extended contract:

1. They should confirm the conclusions of the section analyzing the location of port workers since this information will be a very visible element of the report.
2. After receiving new photographs from the board or other sources, they should ensure that a balance of images show San Pedro and Wilmington throughout the report.
3. If possible, as requested since early on in the project, the name San Pedro should be moved to the middle of the maps occurring throughout the report. If this request is too burdensome, we ask that Raimi & Associates produce a simple, clear map showing the two cities in full-page scale and insert such map early in the report to ensure that everyone reading the report is clear on where the two communities are located.
4. We believe the report requires an executive summary that can provide readers an encapsulated understanding of the report, especially the primary findings of each section.
5. Raimi should work with the Board committee to address other textual, layout, and visual issues in the report identified by committee members, to be conveyed to Raimi separately.

The subcommittee thus recommends that the Harbor Community Benefit Foundation move forward with (a) the hiring of a vendor to produce a website to support the land use impacts study and (b) the development of a new contract [or contract amendment?] with Raimi & Associates to complete the tasks laid out in this memo.