Minutes of the Lowell Community Relations Council ("CRC") Meeting
May 23, 2017, 6:30pm
Lowell School Berkeley Library

DRAFT – Read aloud and orally summarized May 23, 2017

In attendance:

- Lizzie Sadoff
- Sharon Giles
- Columbus Giles
- Cynthiana Lightfoot
- Teresa Park
- Goldia Hodgdon
- John Hodgdon
- Wes Bizzell
- Joe McQueeney (Lowell School)
- Chris Ginter (Lowell School)
- Wendell Hughes (by telephone)

Discussion regarding prior meeting minutes.

- Process
  - Previously, following a CRC meeting, a draft of the minutes was circulated by email to the CRC members for their review, comment, and approval. Going forward, Lowell proposed to change this process by having CRC meeting minutes approved at a subsequent meeting. Lowell was informed that its proposal was not in the best interest of the community because the CRC meets on a quarterly basis; thus, under Lowell's proposal, the minutes of the CRC meetings would be approved and posted 3 months after the meeting, and members of the community would have to wait at least 3 months to learn of any developments that might affect them. The delay would be problematic.
  - After discussing how to change the process, the participants in attendance agreed that they were willing to try a new process going forward that would require the reading and oral summary of meeting minutes prior to the end of the Lowell Community Relations Council Meeting and circulation of the written minutes after the meeting for review, comment, and approval. If the new process does not work, it may be changed.

- February 2017 meeting minutes
  - It was agreed that the February 2017 meeting minutes as edited by the CRC members and as circulated by Lowell as part of the meeting announcement are fine and are approved.

- October 2016 meeting minutes.
    - The fact that changes to the minutes were made following the last circulation to the CRC of minutes marked as final was discussed.
        - An issue was raised regarding the version of the meeting minutes that was submitted to the Zoning Commission. Certain participants to the October meeting noted that the meeting minutes filed with the Zoning Commission in January 2017 contained changes that were not previously circulated to the CRC, and approval of the changes to the minutes was not sought.
        - Lowell believed that there was no formal approval process for meeting minutes during that period. Lowell, however, agreed that it made changes to the minutes without the knowledge or consent of the CRC, that it was a mistake, that the error was made prior to submission of the meeting minutes to the Zoning Commission, and that the changed language in the minutes could not be found in any previous drafts of the minutes.
        - Members of the CRC believed that there was an approval process for meeting minutes and stated that whether or not there was an approval process, Lowell did not have authority to change meeting minutes without the CRC's knowledge, consent, and approval. Lowell was requested to retract the changes it made to the minutes and refile corrected minutes with the Zoning Commission.
        - Lowell refused to retract the changes and file corrected minutes with the Zoning Commission.
        - Documents were distributed showing the differences between the minutes circulated to the CRC and the minutes filed with the Zoning Commission. The changes were read aloud.
        - It was suggested that the minutes be drafted to reflect the position of Lowell and the position of some CRC members regarding the changed minutes. It was pointed out that such a proposal does not address the concerns regarding the changed minutes filed with the Zoning Commission.
        - After discussion, Lowell stated that it would supplement the October 2016 meeting minutes by highlighting the disagreement among the participants and including the specific edits to the paragraphs at issue. This document would then be circulated to the CRC and submitted to the Zoning Commission. Members of the CRC said they would review the proposed letter to the Zoning Commission before taking a position on the letter.

Fencing

- Lowell noted that a chain link fence would be added to the border around the playground. The new fence is being added for purposes of safety. The fence is anticipated to be about 8 feet high and within Lowell's property line.

Disaster Preparation Planning

- Lowell is working to prepare a disaster preparedness plan.

Important Upcoming Dates

- On June 6, there will be a moving forward ceremony for 5th graders.
- On June 8, there will be an annual Lowell picnic on the front field. Lowell's driveway will be blocked off with food trucks as in previous years.
- On June 9, there is a graduation from 9-11 am.
- On June 19, Lowell Summer Camp begins.
- On July 28, the end of Lowell's primary Summer Camp, except for a final minicamp the week after.

Enrollment at School

- Following a question about enrollment numbers at the school, Lowell noted that there are about 353 students, including a few vacancies in select age groups.

Traffic and Parking Agreement

- Lowell was commended for improved enforcement of the traffic and parking terms of the Neighborhood Agreement during the morning drop-off hours. Lowell was informed that the same is not true in the afternoon and was requested to enforce the terms of the Agreement during the afternoon pick-up hours.
- Lowell will enforce the traffic and parking terms of the Neighborhood Agreement during the summer camp.
- Q: Will parents be advised of the parking and traffic plan?
    - A: Yes, they will.
- Q: Participant asked that parents who use the alley way should be reminded to be more careful.
    - A: Lowell will reinforce where necessary.

Lighting on former site of Fraser Building

- Last time the council met in February 2017, there was a discussion about the possible reuse of old light fixtures, but Lowell reported that it was not possible to do so.
- There are two options on the table for the new proposed lighting fixtures:
    - (1) Option 1 was to have 2 lights on the south side and 3 lights on the north side of the parking area. This option was one recommended option by the lighting designers.
    - (2) Option 2 was to have 5 lights between the peninsulas, all on the south side of the parking area. This option was considered the more viable option as it resulted in less light pollution across the property line. Lowell is only considering Option 2.
- Q: How bright or dim are the new lights in comparison to street lighting?

    - A: It is unclear.
    - A: The plan is to have all LED lights.
- Q: Is the entrance to the parking area gated?
    - A: No.
- Q: Is there enough light on the driveway?
    - A: Lowell believes that there is enough light on the driveway.
- Q: Are there any similar fixtures that can be seen on the streets now?
    - A: Not sure. The current lighting poles could have any number of fixtures and each fixture could have varying light bulbs.
- Q: Was there a need to upgrade the electrical system?
    - A: No.
- Q: What will be the height of the pole?
    - A: They will be 10 feet poles on a 2 foot concrete base.
- It was discussed that the lighting option handout would be attached to the meeting minutes. Neighbors will try to get back to Lowell within 2 weeks with comments on the lighting plan.
- Lowell agreed not to seek permits on lighting before having received comments from the neighbors.
- Timeline for Fraser site construction is uncertain given the unknown timing of the permitting process, which could be longer than 3 months.
- Q: If there is any light spillage into the neighboring property, is there any way to change it after installation?
    - A: Different lighting strengths or a dimmer device are both possibilities. Lowell noted that there will be some light spillage over the property line, but that spillage would likely not make any significant impact on the neighbors.
- Q: Why can't the new field be used?
    - A: It is not ready to use from the standpoint of clearance from zoning and dialogue with neighbors.

Next meeting

- Next meetings are scheduled for July 25 and October 24, 2017. If necessary, they could be rescheduled.

The meeting adjourned after reading and oral summary of the minutes.