



## MEMORANDUM

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to Nieves Castro, Project Manager, Caltrans District 3 Planning

from Joan Chaplick, Public Involvement Specialist, MIG, Inc.

re SR 99 Soundwall Community Safety and Enhancement Project  
September 21, 2010 Meeting Summary

date September 28, 2010

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### Participants

Larry Brohman, Caltrans District 3 Planning  
Nieves Castro, Caltrans District 3 Planning  
Bobbe Dworkis, Sacramento County Neighborhood Services  
Eva-Marie Gordon, Caltrans Excess Lands  
Hilary Gould, Sacramento County Neighborhood Services  
Derrick Lim, City of Sacramento Neighborhood Services  
Ray Lopez, Caltrans District 3 Maintenance  
Jacob Pace, Caltrans District 3 Surveying  
John Wells, Caltrans District 3 Maintenance  
Joan Chaplick, MIG Inc.  
Nicole Lewis, MIG Inc.

### Meeting Purpose and Outcomes

Joan Chaplick welcomed meeting participants and invited a round of introductions. She briefly reviewed the meeting's agenda, intended meeting outcomes, and overall project goals. The focus of the meeting was to update the project team on the current project status, and to discuss details of the community meeting. Joan confirmed that the community meeting will be held on Oct. 25<sup>th</sup> at the Fruitridge Community Center in Sacramento from 6:30pm to 8pm.

### Project Status Update

#### *Legal Documents*

Eva Gordon gave an update of overall project status. She informed the Team that Caltrans is currently working on conveyance paperwork: 1) the Director's deed and 2) a secondary document that will be recorded in the County Recorder's Office before recording the Director's deed. This second document is a memorandum of sales agreement. This document is a legal document and will be referenced in the deed as well as in the sale's contract. The new property owners will be

given a copy, which will encompass all property use and development restrictions. The single memorandum will outline these restrictions on the whole and pertains to every single piece of land being sold.

Jacob, Eva and Eva's supervisor have been working on language for this document, and it is under review with the Legal Department. Eva will follow up with Legal on September 22nd. Legal has approved the basic legal document. We are waiting for their approval on how we are doing the vetting and final wording on the memorandum document.

Eva commented that everything that is done with this transaction sets a precedent for Caltrans, which is why it is so important that everything be done correctly and consistently.

#### *Property Owner Communications*

No letters have been sent to homeowners to date beyond the initial letters that Eva sent to Phase 1 property owners. She is not sure at what point she should communicate with property owners. She expressed that it is a matter of communication on her part in letting them know where we are in this transaction. She has been very quiet on this piece since last Fall, waiting until solid facts on the process were available.

Joan suggested that in the next communication with landowners Eva let them know of the community meeting. Eva agreed to send a letter out to Phase 1 letting them know of the fencing and appraisal process and the community meeting. Eva will confirm addresses with Hilary.

Joan reiterated that, with respect to property owner communications, getting materials and information in mail at this stage is important. Doing so will help keep them in the loop so they can anticipate when it is their time to enter into negotiations and purchase the property.

#### *Appraisals*

Eva spoke with her Supervisor today regarding appraisals and let him know that she will need help with the appraisals based on her recently increased workload. She will soon begin the process of working with another broker to identify some comparables once she has surveying results from Jacob.

Nieves reported that Jeff and Steve have asked for an update on this project. They have requested that appraisals be complete before the community meeting is held. Eva shared that it's not unreasonable to have all appraisals done in the next 30 days.

#### *Planting Guidelines*

Eva reminded Team members that Caltrans does not want property owners to plant trees that compromise the integrity of the slope, nor does it want property owners and residents tiering the slope. Caltrans has the authority to enforce this.

Joan recommended creating a property owner packet that includes all key materials and information, including planting guidelines.

The Team discussed some of the appropriate uses of the conveyed property and confirmed that all existing Caltrans fence posts have to be removed, regardless of whether owners wish to keep them in place.

If someone sinks a post on the property and Caltrans has to come in for repairs of the soundwall, the posts will be removed at the property owners' expense.

Eva confirmed that many of the restrictions do necessarily apply to Mascot because the excess land is flat, and so slope stability is not of concern. However, the language in the legal documents will be the same for all properties.

Jacob updated the Team on the surveying process. He has yet to encounter obstacles in continuing surveying since his last update. He has completed some calculations for Phase 2 and Phase 3 properties. Next, he'll look for property corners and will put a budget order in for surveying. One issue that he is currently working to resolve is that there is no travel budget to bring in necessary crews from other areas of the District to do the work. For now, remaining surveying is on hold, but this issue will work itself out once the survey request is in.

### **Project Area Tour De-Brief**

On September 14, 2010, Team members who had not previously visited the project area took a tour of the area, which was led by John Wells. After the project status update, the Team briefly reviewed and discussed photos taken during the tour, and determined the need to develop some compelling graphics or visualizations of the type of improvements possible.

### **Community Meeting**

The Team discussed timing of the upcoming community meeting. Eva commented that one of the problems with waiting until all appraisals are complete is that, if we do wait, the meeting will need to be scheduled around Christmas. Unfortunately, this timing does not work.

Jacob confirmed that the surveying and appraisal process for Phase 1 will serve as a template for all other phases. Once Phase 1 is complete, this process will move much quicker for all other project phases.

She also suggested that Caltrans hold "office hours" for property owners as a way to consult and negotiate with them after the Caltrans on-call outreach contract with MIG has expired (Feb. 28, 2011).

Eva envisions a table in the back of the workshop meeting to work through contract details with property owners.

In preparation for the meeting, participants discussed the following potential issues:

- Potential opposition- some neighbors may have negative opinions about the project or Caltrans
- People may get mired in the details- need to "stay out of the weeds"
- Need to have a satisfactory answer to questions regarding appraised land values- while Caltrans can't share the price of the property, we should have a generic answer that allows a homeowner to ballpark their potential costs.
- Need to get as many project supporters as possible to attend the meeting
- Presentation should include visual and suggest before and after photos/visualizations
- Need to set reasonable expectations for property clean-up so the area doesn't become a dumping ground prior to Caltrans transferring the property (take photos to confirm state of property)
- Need to provide multiple invitations to the meeting- letter, postcard and man on the street outreach by Hilary

## Next Steps and Next Meeting

Team members identified the following next steps and action items to take place in advance of the next team meeting:

- Send letter to Phase I property owners with a project status and timeline update (to include information about the community meeting) (Eva)
- Make contact with property owners in all project phases prior to community meeting (Hilary)
- Update project website with community meeting announcement, an updated slideshow, and other updated materials as needed (MIG)
- Design and produce draft materials for community meeting, including a mailer/postcard with meeting information, graphic depiction of potential property improvements, and a draft PowerPoint presentation. (MIG)
- Notify elected officials and law enforcement about the upcoming Community Meeting as an informational item. The notice is information and not an invite. We do not want to have a law enforcement presence at the meeting. (Derrick & Bobbe)

**Next meeting date:** October 18, 10am to 12pm. Caltrans District 3, 2379 Gateway Oaks Drive, Sacramento. The meeting agenda will include review of materials for the community outreach meeting and a dry-run of the meeting presentation.





NEW DTP  
MICH OCT 15th  
10AM-2PM

# COMMUNITY MEETING!!!

## QUESTIONS? TO ANTICIPATE

- ▷ GT DEBRIS REMOVAL
- ▷ SCHEDULE DEADLINES
- ▷ USE FAQ'S (REFERENCE FOR PPT)

□ OCT 25TH

PRINT MATERIALS

□ POSTCARD TO PROPERTY OWNERS & TENANTS  
INVITATION  
MAKE IT MULTI-FUNCTIONAL

□ DATA VISUALIZATIONS

- CONSIDER RECOMMENDED PLANTS
- REFLECT LEGAL RESTRICTIONS

□ FIVE LETTER

- CASTRANS w/ NEIGHB SVCS
- FROM CITY/COUNTY

□ ANNOTATED AGENDA (MIG)

- 1.5 HOURS (AGENDA)
- 2 HOURS PLANNED (OPEN HOUSE)

"BOOTS ON THE GROUND"

□ 'FIST' CONTACT/INTATIONS TO ALL

□ MAP WHERE PEOPLE LIVE

□ PRESENTATION

- JOAN & EXPERTS

## SOME CONSIDERATIONS....

- ▷ POTENTIAL "HOSTILES"
  - CT CAN'T SPEAK "IN GENERAL"
- ▷ APPRAISAL INFO: PROP OWNERS CAN DISCLOSE
- ▷ AVOID GETTING "STUCK IN MINUTIA"/NEGOTIATIONS
  - PRIVATE TRANSACTIONS
- ▷ PROP CLEAN-UP: SET REASONABLE EXPECTATIONS
  - PHOTOS OF EXISTING CONDITIONS
- ▷ REP'S MUST BE DESIGNATED (SIGNED FORM)
- ▷ GOAL: GET ALL 'FRIENDLY'S' TO ATTEND
  - ◎ CONTACT w/ ALL OWNERS/TENANTS BY 25th