ATTENDEES: Alice Kawahatsu, Paul Wermer, Judy Hamaguchi, David Ishida, Mark Moriguchi, Glynis Nakahara, Jon Osaki, Beau Simon, Neal Taniguchi, Clint Taura, Rosalyn Tonai.

STAFF: Greg Marutani, Kimi Fukuyama

GUESTS: Chris Corgas, Steve Nakajima, Michiko Yamada

I. Call to Order
The meeting called to order at 6:12 p.m. by Alice Kawahatsu, President.

Due to a lack of a quorum, there was no December meeting of the JTF Board.

II. Approval of Minutes of the Board Meeting on NOVEMBER 16, 2016.
It was moved by Neal to action and seconded by Paul to approve the November 16, 2016 minutes with revisions regarding Nancy Nagano and Rose Hilson being present.

The motion was unanimously approved.

III. GUEST SPEAKER:
Chris Corgas, Senior Program Manager, from the Office of Economic and Workforce Development presented on the Community Benefit District.

The CBD concept grew out of the Japantown management plan (JCHESS) as one of its recommendations. Kristin Lowell, CBD expert, has been retained to conduct the survey and draft the CBD parameters and through its advisory body identify the needs for Japantown. She developed the draft Management Plan. Once the draft is complete, it will undergo review and revision by the OEWD along with an Engineer’s Report. After that it will go to the City Attorney’s Office for legal review. After that there are 2 phases of approval.

A. Petition Phase. Of which 30% threshold of CBD assessed property must be met. A combination of linear frontage and lot footage will be calculated on eligible property within the CBD area will be assessed. Safe to go for a 35-40% threshold. 8 week process.

B. Election Phase. Requires a 50+1 of cast ballots to pass. Majority of weighted ballots. 45 day on return.

Financing of the CBD will come from a special assessment on property owners in the CBD and distributed in four payments to a nonprofit governing board. In addition, the CBD would appear on the property tax bill. However, it is not a tax but an assessment.

There are grants from the City for assisting with the formation of the CBD governing body. The composition of the governing body of the CBD must adhere to the 50% -20% - 30% formula representation. 50% CBD property owners, 20% non-property owner merchants and
30% other- which could be nonprofits or members at large? Note: Currently the largest property is the Japan Center Garage, owned by the City. JTF may want to change board composition to meet this requirement or the CBD board may operate separately but contact with JTF to manage day-to-day operations and implementation of decisions.

In any event, once the CBD is formed, the CBD Executive Director will be the one to implement the CBD actions and help direct the requests for the City Departments to perform their baseline services. Board suggested it might be good to raise the current inadequate level of baseline services. The City and OEWD will need to gather data from JTF to define and distinguish the baseline vs. supplemental city services that can be received as a CBD.

Several of the board members were concerned regarding Supervisor’s involvement and community conditions written in CBD; in addition to producing a management plan and financing the CBD. The Steering committee will come up with a management plan.

IV. COMMITTEE REPORTS

A. Land Use / Transportation Committee (Paul Wermer)
   1. Geary BRT Update
      Maintenance upgrades for the Webster Street bridge,
   2. Citywide Design Guidelines
      The design guidelines are moving along and there will be a revised draft in April. Jon Osaki expressed the administrative development of the project and role itself concern and people shouldn’t use the meeting as an open forum.

B. Economic Development / Marketing Committee (Alice Kawahatsu)
   1. Holiday Lights Update
      Alice announced the Closing Ceremony and New Year’s Blessing will happen next week Wednesday, January 25th at the Mall.

C. Cultural Heritage (Rosalyn Tonai)
   Ros addressed the issue of the pagoda and the departments talked. In Committee, will address landmark registration processes and identify potential properties.

D. Finance Committee (Mark Moriguchi)
   1. Update on City Grant Amendments
      Jon Osaki signed the agreement to the City and waiting to hear back. The first agreement came back and the second one is still processing.

Concern with landmarking, parking and maintenance is a concern.

E. Executive Committee
   1. Maintenance and repairs will happen for the 50th Anniversary Cherry Blossom Festival. David Ishida is concerned regarding dollar amount needed to cover the maintenance. Inform Mayor’s Office and send letter to Supervisor Breed.
2. Temporary Staff Assistance  
   Executive Committee will go over Greg’s documents regarding the job description.

3. Rent Increase- JTF received a notice from JACL about an increase in rent, effective January. Staff recommends to relocate and consolidate offices to the third floor which will be cheaper than the current rent increase. In addition, there is a charge for copying.

F. Steering Committee CBD Update  
   1. Postponed until the next Board meeting in February.

V. NEW BUSINESS  
   Different ideas regarding the #2 bus stop in front of Super Mira. Seniors in the community wanted on the corner and MTA gave example of close to entrance to Clint’s office (1788 Sutter St.)

VI. GENERAL PUBLIC COMMENT**  
   None.

VII. STAFF REPORTS  
   A. Crime Report (Greg Marutani)  
      Refer to advanced material folder.

   B. Japantown Observations (Greg Marutani)  
      Refer to advanced material folder.

VIII. PRESIDENT’S REPORT  
   Refer to advanced material folder

   The next Board meeting will be Wednesday, February 15, 2017 at the Union Bank Hospitality Room

   The meeting adjourned the meeting at 8:05 p.m.

   Respectfully submitted,

   Rosalyn Tonai  
   Secretary