

Draft  
BRISBANE PLANNING COMMISSION  
Action Minutes of August 9, 2012  
Regular Meeting

CALL TO ORDER

Chairman Munir called the meeting to order at 7:34 p.m.

ROLL CALL

Present: Commissioners Cunningham, Do, Parker, Reinhardt and Chair Munir  
Absent: None  
Staff Present: Community Development Director Swiecki and Associate Planner Johnson

ADOPTION OF AGENDA

Commissioner Cunningham moved and Commissioner Do seconded to adopt the agenda. The motion carried 5-0.

ORAL COMMUNICATIONS

None.

WRITTEN COMMUNICATIONS

Chair Munir acknowledged receipt of the CEQA training manual plus communications not related to items on the agenda.

TRAINING

**CEQA Training in preparation for the Baylands EIR:** Director Swiecki opened the CEQA training session and introduced the trainers. Terry Rivasplata, Technical Director for ICF International, presented on the history and the purpose of CEQA, the typical EIR preparation process, the basics of a programmatic EIR versus a project EIR, what an EIR must consider, and the role of the Planning Commission in the EIR process. Valarie Holcomb, of ICF Community Affairs, presented tips for running effective meetings. Director Swiecki then laid out the potential program for community outreach, which will be subject to Council approval.

Mary Gutekanst posed a question regarding the ability of the Commission to indicate that they don't feel that the final EIR is adequate.

Mayor Pro Tem, Ray Miller briefly addressed the Commission and provided further clarification on the Planning Commission roles and the importance of these adhering to their roles at the different stages of the process.

The training session closed on commission questions regarding community outreach, the process and the Commission's role, which were addressed by Director Swiecki and the trainers. In response to the Commissions questions about their ability to make comments on the Draft EIR, Director Swiecki indicated that staff will have the City Attorney provide them with further direction on this matter.

The training Powerpoint and workbook are available on the City's Baylands webpage: <http://www.brisbaneca.org/departments/building-and-planning/baylands/baylands-information>.

#### ITEMS INITIATED BY STAFF

None.

#### ITEMS INITIATED BY THE COMMISSION

Commissioner Reinhardt will send out a reminder to gather the Commissioners comments on the Baylands sustainability principles before the next Council meeting.

Chair Munir emphasized the importance of tracking and providing feedback on public comments on the Baylands and other applications that come before the Commission.

Commissioner Cunningham mentioned that the Subcommittee to update the Green Building Ordinance has recently discussed Calgreen, Greenpoint Rated and LEED and she is looking forward to bringing the results of those discussions to the Commission.

#### ADJOURNMENT

There being no further business, Commissioner Parker made a motion, seconded by Commissioner Reinhardt, to cancel the meeting of August 23<sup>rd</sup> and adjourn to the meeting of September 13<sup>th</sup>, 2012. The motion was approved 5-0 and the meeting adjourned at 10:20 p.m.

Attest:

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John Swiecki, Community Development Director

NOTE: A full video record of this meeting can be found on DVD at City Hall and the City's website at [www.brisbaneca.org](http://www.brisbaneca.org).