

## OPEN SPACE AND ECOLOGY COMMITTEE

Minutes

Wednesday, April 15, 2015 6:30 PM

Community Meeting Room

Brisbane City Hall

50 Park Place, Brisbane, CA 94005

### Call to order:

Chair Ebel called the meeting to order at 6:36 PM.

### Committee members present:

Ebel, Fieldman, Hayuk, Keogh, Salmon and Vladimirova.

### Committee members absent:

Abney

### Staff members present:

Deputy Director of Public Works Kinser

Management Analyst Muñoz

#### 1. Adoption of the agenda.

- Agenda adopted.

#### 2. Oral communications.

- N/A

#### 3. Streamlining the solar permitting process presentation by Associate Planner Julia Capasso

- Kinser explained that streamlining the solar permitting process was a measure considered in the Environmental Action Plan, to make installation of roof top solar panels easier.
- Current city requirements:
- Required permits for all solar systems. They are allowed in all zoning districts in the city.
- The application can be completed online through Green View or in person at City Hall.
- The application is routed through different departments to check compliance with fire code, building code etc. This review takes 2-3 weeks maximum.
- There is a high requirement that If not met, will have to apply for an exception.
- Other aspects that do not apply with the use permit will be reviewed by the planning commission.
  
- New requirements adopted with AB2188.
- Effective January 2015. Requires cities to adopt a streamlining process by September.
- There are restrictions as to what type of solar systems is eligible for the streamline solar permitting process: roof top solar, no larger than 10 KW AC or 30 KW thermal, and not exceed the maximum building height established.
- If an application meets these criteria, the application must be reviewed and approved in 2-3 days.
- After permits are issued, the building inspection process is also streamlined.

- Inspection requests can be filed online, via fax or in person. The inspection must be scheduled within 5 days of receiving the request.
- To comply with AB2188, there will have to be amendments to the building code. A draft will be brought to council in about 45 days for review.
- Permit approval is contracted out to CSG. CSG does have the ability to expedite the approval process to comply with the new requirements.
- Salmon asked about qualifications of the inspectors and depth and if they come back to recheck. Capasso replied that the inspectors are CSG staff that has been trained and are knowledgeable about code and building requirements.
- Salmon expressed concern about height exceptions for rooftop solar. Capasso explained that immediate neighbors are notified for input on the application, if there is consensus gathered from the public comment there is a hearing process.
- Fieldman asked about the fees for the permitting process. Capasso explained that a flat fee has been adopted. Salmon asked how the cost difference is funded.

#### **4. Approval of the minutes**

- Minutes approved with one correction from Salmon. Salmon would like to clarify that the entire Quarry has water resources, not just the upper benches.

#### **5. Chair and committee member matters**

- Announcement from Salmon: Brisbane Baylands Community Advisory Group meeting 7-9 pm on April 21<sup>st</sup> at 250 Visitacion, Brisbane Community Center has a special guest: Ian Ren, Staff Scientist Bay Keeper. Ren has been asked to speak at this meeting to discuss strategy for learning more about contamination on the Baylands
- Salmon would also like to announce San Bruno Mountain Watch hikes. Hiking schedule is available on [mountainwatch.org](http://mountainwatch.org)
- Fieldman asked if OSEC was going to review the Recology EIR. The scoping meeting has been announced and will be held April 30<sup>th</sup> at 7pm in the Community meeting room. Council has not directed OSEC to review the document at this point. Members can submit questions via email or attend the meeting separately from the committee.
- Vladimirova would like to develop articles about sustainable living to be printed in local print. Vladimirova will join the Education and Outreach subcommittee.
- Ebel will attend a Title 24 training in Redwood City next Tuesday, if anyone would like to carpool with her.
- Ebel would like to help Mary Gutekanst fix her yard as a thank you for her work as a previous member of OSEC. Fieldman will contact her to schedule this.
- Salmon would like to attend the Bay Area Open Space conference or have staff attend. OSEC members say previously members have been funded to go.

- Keogh would like to educate community members on military showers. Kinser suggests writing an article for the City News on this topic.
- Hayuk suggests asking what the Park and Recreation plans are for water saving at the community pool.

## **6. Subcommittee reports**

### **a. Ad hoc subcommittee Brisbane acres lot coverage: Abney and Salmon**

- Salmon read the letter that she and Abney drafted. The letter asks City Council to address lot coverage with enclosed courtyards should not be more than 25% of the lot.
- Members had a few suggestions.
- Kinser offered to alter the letter and send to members for approval.

### **b. Education and outreach**

#### **i. OSEC library shelf**

- Vladimirova organized the library list by category. A category that should be covered is deforestation.
- Ebel said short videos can be online. Ebel has been in touch with library staff. They would like art to be on the shelf.
- Vladimirova would like to the library shelf list to be on the city website.

#### **c. Environmental action plan update**

- Kinser gave the update; staff spoke with the consultants about the measures that have been drafted so far. The advice was given that the EAP would be a living document and should include measures that can be taken action on immediately, future goals can be in a separate part of the document with interim steps to be considered.
- Staff will talk to council liaisons to discuss the plan.
- The subcommittee formed a list of items they felt should be addressed by the county. Kinser will show this list to the council liaisons to discuss how to move forward.
- Fieldman said it is important to have conversations with the right people and investigate.

#### **d. PCA application update**

- Salmon gave the update that the application was passed by City Council.
- Kinser mentioned the application is due to ABAG by June 1<sup>st</sup> for final approval.

## **7. Staff updates:**

### **a. Habitat Restoration Day updates**

- Habitat restoration day is April 25 from 9am-1pm.
- There will be a shuttle available to pick up volunteers from City Hall to bring to the site.

### **b. Park rental agreement amendment**

- Muñoz showed members the adjustments to the park rental agreement that has been made in the past.
- Further changes will have to be addressed at a Park and Recreation Commission meeting.
- Ebel may attend the next P&R meeting.

**c. Sustainability webpage subcommittee**

- Vladimirova and Keogh would like to form this subcommittee to update this webpage.

**d. Monterey pine removal**

- Muñoz sent out final letters to property owners.
- City staff has begun to remove trees that are on city property.
- Salmon is concerned that Monterey pine chips are being used for mulch.

**e. Brown Act and Social media sites**

- Kinser gave the update that the city attorney has written a memo regarding the Brown Act.
- This is to regulate activity on city social media sites, to prevent committee members to speak on committee subject matter and make decisions without public input.

**f. Peninsula Sunshares program**

- Ebel attended the information meeting and said a few words at the meeting.
- There were 20-25 people that attended the meeting.
- There were contractors there that spoke to public after the presentation.

**8. Adjournment**

Meeting adjourned at 8:32 PM