

MEMORANDUM

TO: Mike Notestine, Chair

FROM: Anna Molander

cc: Ad Hoc Committee Members (James Frayne, Joseph Yee, Michael Mendez), Sabina Gilbert, Gregory Bitter

Re: Subcommittee on Policy and Procedures August 16, 2010 Meeting

We held our second ad hoc committee meeting on August 16, 2010. Present at the meeting were James Frayne, Joseph Yee, and Anna Molander. Michael Mendez was excused. We discussed the following issues that have been raised this year. They are numbered in no certain order but I am going to start using these numbers for any future reports for consistency.

Items from April 8, 2010 Planning Commission Meeting

1. Slogan: Get the Customer to Success
2. **Revision of voting procedures and votes allowed** – report from staff re other counties/cities procedures
3. Getting ahead of issues – e.g. permitting procedures, ordinance issues, new building fads and impacts
4. Substantive training of new commissioners – ongoing issue
5. Overall content of staff reports for freshness and consistency
6. **Dais decorum** – schedule a 15 minute break at 9:00 p.m. for calls/snacks
7. **Business cards**

New Issues Raised Since April 8, 2010 Planning Commission Meeting

8. **Notices and noticing** – what do other cities/counties do? Owners vs. tenants? Size? Posting? Where posted? Enlarge radius of notice? Format/wording? Costs? Request to Development Oversight to review as well?
9. **Cell towers and telecommunications technology** – watch San Francisco's citizen's commission; work on an overall city-wide cell phone and telecommunications general plan/map with providers and city sites
10. **Relationship with the Delta Stewardship Council** – appoint a PC liaison

11. Technology related to notices/Granicus/agenda and minutes
12. **Monthly meeting of this subcommittee and full commission review every 4 months**
13. **Contacts lists** – internal of Commission for Commissioner use and of the staff directory

Of the above, we believe the following items should be discussed at the August 26, 2010 meeting: 2, 6, 7, 8, 9, 10, 12, and 13. The other items we believe will require additional discussion at the subcommittee level and will be reported on at a future meeting. I tried to forewarn Mr. Pace by sending him an email after our subcommittee meeting on those items for which we'd like reports as well as requesting a briefing on the Natomas/FEMA issues.