

Richmond Planning Commission Retreat

**Tuesday, September 13, 2011, 9:00 a.m. to 3:00 p.m.
Harbor Master's Building
1340 Marina Way South, Richmond, CA**

Planning Commission Members:

Charles Duncan, Chair-PC	Carol Teltschick-Fall	Roberto Reyes
Sheryl Lane, Vice Chair	Andrés Soto	
Jeff Lee, Secretary	Ben Choi	

The Planning Commission will conduct a retreat to review current policies, procedures, and organizational topics of concern to the operations of the Planning Commission and supporting City Planning Staff. No discussion of any pending development applications is proposed, scheduled, or noticed. The following general agenda topics are proposed, but actual discussions may expand these topics at the discretion of the Planning Commission members present.

Meeting Agenda

- 9:00-9:30 Continental Breakfast**
- 9:30-9:40 Welcome and Introductions**
- 9:40-9:50 Agenda Review – Objectives**
- 9:50-10:30 Ethics and Government Transparency Laws (Randy Riddle, City Attorney)**
- Political Reform Act and Related Conflict of Interest Laws
 - Brown Act
 - Public Records Act
 - Fair Process
- 10:30-10:40 Break**
- 10:40-11:00 Commissioner/conduct (remember: we're on television)**
- Rosenberg's Rules of Order
 - Role of the chair
- 11:00-11:15 Purpose of legal staff (keep you out of legal jeopardy)**
- 11:15-11:30 What you decide: (everything must be based upon findings of fact/evidence in the record)**
- Conditional use permits-Conditions of approval must be tied to the proposed land use (nexus and proportionality)
 - Variances (should not happen very often)
 - Subdivisions
 - CEQA – exemptions, initial study, negative declaration, MND, EIR
 - Make recommendations to the City Council

11:30-11:45	Working with Planning and Legal Staff
11:45-12:00	Working in the public spotlight
12:00-1:00	Lunch
1:00-1:15	Confidentiality
1:15-1:45	General Plan update
1:45-2:15	City Council, Planning Commission, Neighborhood Council
2:15-2:30	What's coming (Major Projects)
2:30-3:00	General Discussion

NOTE: A Continental Breakfast will be served to Commissions, Board Members and Planning Staff starting at 9:00 a.m. and Lunch will be served at 12 p.m.