



OPERATING PROCEDURES WATERFRONT DESIGN REVIEW COMMITTEE ("Committee" or "WDAC")

February 14, 2024

This document outlines the Operating Procedures for the Waterfront Design Advisory Committee.

1. Purpose and Duties

The primary purpose of the WDAC shall be to review major Port waterfront development projects and provide design recommendations to the Port and City Planning Department, pursuant to Section 240 of the San Francisco Planning Code ("Planning Code"). The design recommendations must reflect the WDAC's assessment of design treatments which ensure that projects comply with applicable goals, policies, and design criteria in the Port's *Waterfront Plan*.

WDAC meetings will be open to the public and provide a forum for the exchange of ideas among professionals in architectural and urban design fields, City and Port staff, and the public regarding how Port waterfront projects can be designed to meet applicable architectural and urban design, historic preservation, public access, and view policies. The Committee will foster an environment where different viewpoints can be discussed and resolved in an informative and constructive manner. The Port will provide meeting space and support staff for the Committee.

2. Membership

2.1 Membership Appointments

Pursuant to Planning Code Section 240, the WDAC shall consist of five members. The Director of Planning and the Director of the Port of San Francisco shall each appoint two members who are qualified professional urban planners or architects (general, historic, or landscape) who reside or work in San Francisco and are not employed within their agency. In addition to these members, the Director of the Port shall appoint one member who is a historic preservation professional who meets the Secretary of the Interior's Professional Qualifications Standard.

2.2 Membership Terms

Pursuant to Planning Code Section 240, the Director of Planning (City Planning) and the Director of the Port shall each appoint members as follows:

- a. Director of Planning: Two (2) appointments
 - o Current Members:
 - Kathrin Moore – Term expiration June 30, 2026
 - Laura Crescimano – Term expiration Dec. 31, 2027

- b. Director of the Port: Three (3) appointments
 - o Current Members:
 - Jimmy Chan – Term expiration December 31, 2029
 - Alma Du Solier – Term expiration December 31, 2029
 - Chris Wasney – Term expiration December 31, 2029

After expiration of membership terms above, all appointments/ reappointments shall be for six-year terms.

2.3 Vacancies

Vacancies on the Committee shall be filled by similarly qualified individuals, appointed by the official that appointed the original member whose position is now vacant.

3. Meetings Held

The Committee shall hold regular meetings once an application or proposal, as defined under Section 240 of the Planning Code, is submitted to the Port for review or consideration. Meetings shall be noticed via the Port's webpage and emailed to interested parties that have requested notice, at least 7-days in advance of the meeting. Special meetings may be called by posting an agenda at least 72 hours in advance. Agendas shall contain a brief description of every item to be discussed by the Committee and shall include time for public comment.

Meetings shall be held on property within the jurisdiction of the Port of San Francisco, except when there are certain circumstances as described under the Brown Act or when held as a joint WDAC and Bay Conservation Development Commission (BCDC) Design Review Board (DRB) meeting.

4. Meeting Process

4.1 Rules of Order

The Committee need not conduct its business under formal rules of parliamentary procedure, however, the Chair shall abide by a policy of fairness in the conduct of the meetings in consideration of the applicant, public, and the WDAC.

4.2 Chair and Vice-Chair

The Chair of the Committee shall be elected by a majority vote of Committee members. The Chair shall exercise authority conveyed upon the Chair under these Operating

Procedures and such other authority as adopted by the Committee. The Vice-chair shall be elected by a majority vote of the Committee members, who shall act as Chair in the Chair's absence.

4.3 Sub-Committees

The Committee may create any standing or ad hoc sub-committees that it deems necessary for the conduct of its business.

4.4 Public Participation

All meetings of the Committee shall be fully open to the public and fully accessible. Public participation shall be allowed for each item on the agenda. Members of the public shall have an opportunity to ask questions related to the scope of project design issues for which the Committee has been established to address. The Chair may impose a timed speaking limit for each member of the public.

4.5 Quorum Rules

A WDAC meeting can commence when there is a majority of Committee members in attendance. A simple majority of Committee members present shall constitute a quorum. If during the course of the meeting there becomes less than a quorum of appointed Committee members in attendance, the meeting can continue, however, no official action can be taken on behalf of the Committee except to adjourn the meeting.

4.6 Voting Rule

The preference of the Committee is to strive to achieve consensus on matters requiring an action by the Committee. A vote by a majority of the members of the Committee present at a valid meeting is required to pass a matter put to a vote. Voting shall be by voice vote, or show of hands, unless the Chair determines, or the Committee votes, to proceed by roll call on a specific item. Committee members must be present to vote on an item on the agenda; voting by proxy or attorney-in-fact is not permitted.

4.7 Attendance

Attendance will be recorded at each Committee meeting. The Chair will recognize valid excuses which shall be conveyed to Port staff in advance of the meeting whenever possible. If a member misses three consecutive meetings without a valid excuse, the Chair will advise the official who appointed that member.

4.8 Minutes

Port staff will maintain minutes of WDAC meetings, showing the names of the members in attendance, a general description of matters discussed, recommendations for alterations to the project proposal, and a record of any matters put to a vote and whether the item passed or failed. The Committee will not be required to electronically record its meetings, however a member of the public or a member of the Committee may record the meetings.

5. Adoption and Amendment of Operating Procedures

5.1 Adoption of Operating Procedures

Adoption of these Operating Procedures requires an affirmative vote of a majority of Committee members present at a meeting of the WDAC.

5.2 Amendment of Operating Procedures

The Committee may vote to amend these Operating Procedures at any time by an affirmative vote of a majority of Committee members present at a meeting of the WDAC.