

BRISBANE PLANNING COMMISSION  
Action Minutes of September 8, 2016  
Regular Meeting

A. CALL TO ORDER

Chairperson Do called the meeting to order at 7:30 p.m.

B. ROLL CALL

Present: Commissioners Anderson, Do, Munir, and Reinhardt.  
Absent: Commissioner Parker.  
Staff Present: Senior Planner Johnson and Associate Planner Capasso.

C. ADOPTION OF AGENDA

Commissioner Anderson moved and Commissioner Reinhardt seconded to adopt the agenda. The motion was approved 4-0.

D. CONSENT CALENDAR

1. APPROVAL OF DRAFT ACTION MINUTES

i. August 25, 2016 special meeting

Commissioner Munir moved and Commissioner Anderson seconded to adopt the consent calendar with typographical corrections noted by Chairperson Do and Commissioner Munir. The motion was approved 4-0.

E. ORAL COMMUNICATIONS (limit to a total of 15 minutes)

There were none.

F. WRITTEN COMMUNICATIONS

There were none.

G. NEW BUSINESS

1. **PUBLIC HEARING: 5000 Sierra Point Parkway; Sign Review SR-7-16;** Sign Review to allow a new 7 sq ft directional/parking sign to be installed within the parking lot of the DoubleTree Hotel; Preeti Sethi, SJP Signs Inc., applicant; Summit Hospitality 114 LLC, owner; APN 007-163-030.

Associate Planner Capasso gave the staff report and answered Commissioners' questions regarding the proposed sign's distance to a fire hydrant.

Chairperson Do opened the public hearing. Jed Cabana, representing applicant SJP Signs, Inc., addressed the Commission.

Seeing no others present in the audience, Commissioner Munir moved and Commissioner Anderson seconded to close the public hearing. The motion was approved 4-0. Commissioner Munir moved approval of SR-7-16 via adoption of Resolution SR-7-16, seconded by Commissioner Anderson. The motion was approved 4-0.

#### H. ITEMS INITIATED BY STAFF

Senior Planner Johnson said the City Council would discuss the appointment process for the three expired Planning Commission seats at their September 15 meeting. He said the Council would hold their first meeting on the Baylands project at their September 29 meeting. Associate Planner Capasso reported on the Council's September 1 study session on the Parkside Plan land use alternatives.

#### I. ITEMS INITIATED BY THE COMMISSION

Commissioner Anderson suggested that the Commission agendaize discussion of potentially limiting the maximum allowable floor area of single-family development sites in Central Brisbane, stating his concerns with the size of recently built single-family homes and their impacts on community character. After some discussion, the Commission directed staff to agendaize the matter as a discussion item on a future agenda.

#### J. ADJOURNMENT to the Regular Meeting of September 22, 2016 at 7:30 p.m.

Commissioner Reinhardt moved and Commissioner Anderson seconded to adjourn to the regular meeting of September 22, 2016 at 7:30 p.m. The motion passed 4-0 and the meeting adjourned at 7:55 p.m.

Attest:

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John A. 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).