

BRISBANE PLANNING COMMISSION
Action Minutes of September 22, 2016
Regular Meeting
DRAFT

A. CALL TO ORDER

Chairperson Do called the meeting to order at 7:32 p.m.

B. ROLL CALL

Present: Commissioners Anderson, Do, Munir, and Reinhardt.

Absent: Commissioner Parker.

Staff Present: Community Development Director Swiecki, Senior Planner Johnson and Associate Planner Capasso.

C. ADOPTION OF AGENDA

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

D. CONSENT CALENDAR

1. APPROVAL OF DRAFT ACTION MINUTES

i. September 8, 2016 regular meeting

Commissioner Anderson moved and Commissioner Munir seconded to adopt the consent calendar. 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: 88 Thomas Avenue; Design Permit DP-2-15, Grading Permit EX-4-15 & Secondary Dwelling Unit Permit SDU-2-15;** Design Permit for development of a 4,008 square foot +/- Single Family Residence (including garage) and conversion of the Existing Single Family Home to a 998 square foot +/- Secondary Dwelling Unit and associated Grading Permit for grading of approximately 1,100 cubic yards on a 20,841 square foot, ridgeline site in the Brisbane Acres. Wing Lee, applicant; Gladys Chan, owner; APN 007-350-310.

Senior Planner Johnson presented the staff report and answered Commissioner's questions regarding previously approved permits for site development.

Chairperson Do opened the public hearing.

Wing Lee, project architect, addressed the Commission in support of the application and answered their questions regarding the proposed exterior building materials, site drainage and stormwater management, landscape design, window design and placement, and rooftop solar and solar readiness, roof materials, and the proposed color palette.

Hubert Chan, son of the property owner, addressed the Commission in support of the application.

Barbara Ebel, Brisbane resident, provided several suggestions to improve the home's passive solar design.

Wing Lee, project architect, addressed Ms. Ebel's suggestions.

Seeing no additional speakers, Commissioner Munir moved and Commissioner Anderson seconded to close the public hearing. The motion passed 4-0.

After deliberation, Commissioner Munir moved to approve Design Permit DP-2-15, Grading Permit EX-4-15, and Secondary Dwelling Unit Permit SDU-2-15, via adoption of Resolution DP-2-15/EX-4-15/SDU-2-15, modified to include advisory conditions of approval to recommend a root barrier for the proposed bamboo plantings and for rooftop solar to be incorporated into the final design. Commissioner Anderson seconded and the motion passed 4-0.

Chairperson Do read the appeals process.

2. **PUBLIC HEARING: Zoning Text Amendment RZ-4-16;** Zoning Text Amendments to Title 16, Subdivisions, and Title 17, Zoning, of the Brisbane Municipal Code (BMC) to update existing subdivision and public noticing regulations to be consistent with current California Government Code and Civil Code requirements, and to amend the discretionary review process for newly constructed condominium developments; City of Brisbane, applicant; Various owners; Various APNs.

Associate Planner Capasso presented the staff report and answered Commissioners' questions regarding permitted zones for new condominium developments and the table included in the staff report comparing the Design Permit and Use Permit findings.

Chairperson Do opened the public hearing. Seeing no speakers present in the audience, Commissioner Anderson moved and Commissioner Reinhardt seconded to close the public hearing. The motion passed 4-0.

Commissioner Anderson moved approval of RZ-4-16 via adoption of Resolution RZ-4-16, seconded by Commissioner Munir. The motion was approved 4-0.

H. ITEMS INITIATED BY STAFF

Director Swiecki said the Council would hold an introductory workshop at a special meeting of September 29, 2016 for the Baylands. He announced the Council decided to reopen the application process for the three expiring Commission terms. He also announced the appointment of Ingrid Padilla as the interim City Clerk.

I. ITEMS INITIATED BY THE COMMISSION

1. Standards for home sizes/lot coverage/floor area ratio- Central Brisbane.

It was the consensus of the Commission to continue this discussion item to the next meeting as Commissioner Parker was absent.

2. Commissioner Munir asked staff to follow up on the Planning Commission's resolution regarding the Baylands recommendation, in regards to the recommended land area of the solar farm.

J. ADJOURNMENT to the Regular Meeting of October 13, 2016 at 7:30 p.m.

Commissioner Munir moved and Commissioner Anderson seconded to adjourn to the regular meeting of October 13, 2016 at 7:30 p.m. The motion passed 4-0 and the meeting adjourned at 9:10 p.m.

Attest:

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.