

BRISBANE PLANNING COMMISSION  
Action Minutes of November 10, 2016  
Regular Meeting  
DRAFT

A. CALL TO ORDER

Chairperson Do called the meeting to order at 7:31 p.m.

B. ROLL CALL

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

Absent: Commissioner Reinhardt.

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

C. ADOPTION OF AGENDA

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

D. CONSENT CALENDAR

1. APPROVAL OF DRAFT ACTION MINUTES

i. September 22, 2016 regular meeting

ii. October 13, 2016 regular meeting

Commissioner Parker noted she was absent at the September 22 meeting. Chairperson Do noted she was absent from the October 13 meeting. Commissioner Munir asked for the October 13 minutes to be revised to include more detail about the Commission's discussion of Item G.1, 500 Sierra Point Road. Commissioner Anderson moved to approve the September 22 minutes and to continue the October 13 meeting minutes to a future meeting. Commissioner Parker seconded the motion and it was approved 4-0.

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

There were none.

F. WRITTEN COMMUNICATIONS

Chairperson Do reviewed written communications received from the Housing Leadership Council.

## G. NEW BUSINESS

1. **PUBLIC HEARING: Zoning Text Amendment RZ-5-16;** Zoning Text Amendments to Chapters 17.32, 17.34, and 17.43 of Title 17, Zoning, of the Brisbane Municipal Code to update existing accessory (secondary) dwelling unit regulations to be consistent with recently adopted amendments to Section 65852.2 of the California Government Code; City of Brisbane, applicant.

Associate Planner Capasso presented the staff report. She answered Commissioner's questions regarding on-site replacement of displaced parking spaces in the case of a garage conversion to an accessory dwelling unit (ADU), the limit of one ADU per lot, the parking exemption for properties within ½ mile of a public transit stop.

Chairperson Do opened the public hearing.

Paul Bouscal asked staff to address when minimum lot size requirements would be applied under the new regulations. Staff clarified that minimum lot size requirements are a prerequisite requirement only for ADUs resulting from new floor area, and did not apply to conversion of existing space within a single-family home or accessory building in a single-family district.

Mr. Bouscal asked how the County Assessor's office would classify an accessory dwelling unit in its property assessment. Staff recommended that Mr. Bouscal follow-up directly with the County Assessor.

Commissioner Anderson moved and Commissioner Parker seconded to close the public hearing. The motion was approved 4-0.

Commissioner Anderson asked staff to notify the applicant of UP-5-16, 500 Sierra Point Road, of the application status under the new ADU regulations. Commissioner Anderson moved adoption of Resolution RZ-5-16, seconded by Commissioner Munir. The motion was approved 4-0.

## H. ITEMS INITIATED BY STAFF

1. 2016 California Building Code update

Senior Planner Johnson presented the staff memorandum regarding the triennial update of the California Building Code and answered the Commission's questions regarding the proposed local energy code's rooftop solar requirement for commercial and mixed-use properties, clarification of the "cool roof" requirements, the need to prepare a cost effectiveness study to adopt stricter standards than the State's, new building code requirements for window glazing, and whether the Federal government could impact State building codes.

Chairperson Do asked if a cost effectiveness study was financially feasible. Director Swiecki said there was no established budget and the Council would have to authorize any expenses for such a study.

I. ITEMS INITIATED BY THE COMMISSION

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

After a brief discussion, it was the consensus of the Commission to postpone the discussion item to after the City Council had appointed the three open Commission seats.

Chairperson Do read the appeals process.

- J. CANCELLATION of the meeting of November 24, 2016 and ADJOURNMENT to a Special Meeting of December 1, 2016 at 7:30 p.m.

Commissioner Parker moved and Commissioner Anderson seconded to cancel the meeting of November 24 and to adjourn to a special meeting of December 1, 2016 at 7:30 p.m. The motion passed 4-0 and the meeting adjourned at 8:27 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).