

BRISBANE PLANNING COMMISSION  
Action Minutes of July 24, 2018  
Regular Meeting  
DRAFT

A. CALL TO ORDER

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

B. ROLL CALL

Present: Commissioners Gomez, Gooding, Mackin, Patel, and Sayasane.

Absent: None.

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

C. ADOPTION OF AGENDA

Commissioner Gooding moved adoption of the agenda. Commissioner Sayasane seconded the motion and it was approved 5-0.

D. CONSENT CALENDAR

Commissioner Gomez moved adoption of the consent calendar. Commissioner Patel seconded the motion and it was approved 5-0.

E. ORAL COMMUNICATIONS

There were none.

F. WRITTEN COMMUNICATIONS

Chairperson Mackin acknowledged written communications received from the City Attorney regarding guidelines for Commissioner participation in election-related actions and events.

G. NEW BUSINESS

1. Adopt Resolution PC-2-18 to revise the Planning Commission Rules and Procedures to establish regular meeting dates on the second and fourth Thursdays of every month.

Commissioner Gooding moved to adopt the Resolution, changing the Planning Commission regular meetings to the second and fourth Thursdays of every month. Commissioner Gomez seconded the motion and it was approved 5-0.

H. ITEMS INITIATED BY STAFF

Staff announced the City Council approved a General Plan amendment for development of the Baylands which would be subject to voter approval in November. Staff also announced an

upcoming meeting to be scheduled with the Commission subcommittee (Commissioners Gooding and Gomez) regarding the tree ordinance, on a date to be determined.

#### I. ITEMS INITIATED BY THE COMMISSION

There were none.

#### J. WORKSHOP – Held in the large conference room at City Hall

##### 1. Planning Commission Training Session #3: Housing Element overview

Staff presented a presentation describing the legal framework for Housing Elements and their contents, the Regional Housing Needs Allocation (RHNA) process, and recent amendments to State law regarding Housing Elements and housing policy at the local level.

#### K. ADJOURNMENT

At 9:27 p.m., the Commission adjourned to the next regular meeting of August 9, 2018.

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).