

draft
BRISBANE PLANNING COMMISSION
Action Minutes of October 13, 2011
Regular Meeting

CALL TO ORDER

Chairman Munir called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Commissioners Cunningham and Parker and Chairman Munir.
Absent: Commissioners Do and Reinhardt.
Staff Present: Community Development Director Swiecki, Senior Planner Tune,
Associate Planner Johnson.

ADOPTION OF AGENDA

Chairman Munir moved to adopt the agenda. Commissioner Parker seconded the motion, which was approved, 3-0 (Commissioners Do and Reinhardt absent).

CONSENT CALENDAR

1. Approval of Draft Action Minutes of September 22, 2011 Regular Meeting

Commissioner Cunningham moved to approve the Minutes. The motion was seconded by Commissioner Parker and approved, 3-0 (Commissioners Do and Reinhardt absent).

ORAL COMMUNICATIONS

None.

WRITTEN COMMUNICATIONS

Chairman Munir acknowledged receipt of the Planning Director's approval of a telecommunications administrative permit at 7000 Marina Boulevard and handouts from staff regarding the first and third study sessions.

STUDY SESSIONS

1. Implementation of Housing Element Programs H.B.3.b, H.B.3.i, HI.1.b & H.I.1.c, Regarding Parking Requirements

Senior Planner Tune led a discussion by the Planning Commission of the five main questions raised in the agenda report.

Regarding whether the number of bedrooms should play a greater role in the parking requirements, Commissioner Cunningham and Chairman Munir concluded that the previously recommended approach based upon floor area should be replaced with one based upon number of bedrooms. A minimum requirement of 1 space for units not over 900 sq. ft. and 2 spaces for 1-bedroom dwellings was suggested, with an additional space for each additional bedroom.

Commissioner Parker disagreed, favoring a standard based upon square footage.

Chairman Munir supported additional requirements for guest parking. He acknowledged that existing dwellings adding bedrooms without the required parking may have to apply for Use Permit approval by the Planning Commission. Commissioner Cunningham noted that this would allow the difficulties of providing more parking on steep sites to be addressed.

Director Swiecki noted that an exception procedure would be provided for affordable dwelling units per State law.

Regarding whether a parking requirement of more than 4 spaces would be too much, Chairman Munir suggested that an additional parking space be required for dwellings over 3,000 sq. ft. in floor area, so that a 3-bedroom dwelling that size would have to provide 5 parking spaces. He opposed administratively accepting 3-in-tandem parking in such situations. Commissioner Cunningham agreed.

Regarding whether it is necessary to specifically require covered parking, Commissioner Cunningham thought that the decision should be left up to the property owner. Chairman Munir stated that providing a garage with a single-family residence is standard practice and expected in order to obtain construction financing. Commissioner Parker supported requiring either garage or carport parking for multi-family projects to avoid having large parking lots.

Regarding whether on-street parking should be administratively recognized as meeting any of the required parking for single-family residences, Commissioner Cunningham expressed concern that no longer recognizing on-street parking would increase the percentage of dwellings that would be nonconforming in terms of required parking. She suggested that language be crafted to avoid labeling such homes "nonconforming." All three Commissioners agreed, though, that recognizing on-street parking for new construction or significant expansions should require Planning Commission approval.

Regarding whether new design standards for garages should distinguish between existing and proposed garages, the Commissioners agreed that such standards should be adopted, even if garages are not specifically required.

The Commission took a short break before resuming the meeting.

2. Planning and Subdivision Permit Expirations, Extensions and Revocations; Appeal Periods; Hearing Deadlines; and Notification Requirements

Senior Planner Tune presented the item. In response to a question from Commissioner Cunningham, he explained how Zoning Administrator review of extensions would differ from Planning Commission review. Director Swiecki noted that extensions would not be approved by the Zoning Administrator if substantive changes in the circumstances of the original approval had occurred, and that the Zoning Administrator's determinations would be appealable.

Chairman Munir stated that it should be the applicant's responsibility to demonstrate that there has not been a substantive change in circumstances, as well as to explain why the project has not begun within the originally approved term. He said that it should be possible to impose new conditions on extensions.

Director Swiecki responded that if that if the Commission wished to be able to impose new conditions on a previously approved project, then it should require that a new application be submitted when the previous one expires, rather than allow for "extensions" that might give a misleading impression to applicants.

Commissioner Parker and Chairman Munir agreed that a 3 year term should be sufficient.

The Commission requested additional information about how phased projects would become vested under Development Agreements.

In response to a question from Commissioner Parker, Senior Planner Tune explained how the validity of planning permits for construction projects would be tied to the building permit process.

Chairman Munir supported the proposed deadlines for public hearings and appeals.

3. Implementation of Housing Element Program H.3.a Regarding Condominium Conversions

Senior Planner Tune presented the item.

Chairman Munir requested that the study session be continued until all of the Commissioners could be present.

ITEMS INITIATED BY STAFF

Associate Planner Johnson reported on email accounts for the Commissioners.

ITEMS INITIATED BY THE COMMISSION

In response to a question from Commissioner Parker, Director Swiecki said that the City Council would be asked to authorize consultant services for preparing the form-based codes through a selection by a subcommittee composed of City Council and Planning Commission members.

ADJOURNMENT

There being no further business, Chairman Munir made the motion, seconded by Commissioner Parker, to adjourn to the regular meeting of October 27, 2011. The motion was approved, 3-0, (Commissioners Do and Reinhardt absent) and the meeting was adjourned at 9:35 p.m.

ATTEST:

John Swiecki, Community Development Director

NOTE: A full video record of this meeting can be found on DVD at City Hall and on the City's website at www.brisbaneca.org.