

Draft  
BRISBANE PLANNING COMMISSION  
Action Minutes of May 10, 2012  
Regular Meeting

CALL TO ORDER

Chairman Munir called the meeting to order at 7:43 p.m.

ROLL CALL

Present: Commissioners Cunningham, Do, Parker and Chair Munir  
Absent: Commissioner Reinhardt  
Staff Present: Community Development Director Swiecki, Associate Planner Johnson  
and Special Assistant Tune

ADOPTION OF AGENDA

Commissioner Do moved and Commissioner Parker seconded to adopt the agenda. The motion carried 4-0.

APPROVAL OF DRAFT ACTION MINUTES

**March 22<sup>nd</sup> and April 26<sup>th</sup> Regular Meetings.** Commissioner Parker moved and Commissioner Do seconded to adopt the minutes. The motion carried 4-0.

ORAL COMMUNICATIONS

As a Brisbane resident, Karen Cunningham spoke regarding the need to continue to support the Farmer's Market.

WRITTEN COMMUNICATIONS

Chair Munir acknowledged various communications not related to items on the agenda.

NEW BUSINESS

1. **PUBLIC HEARING: 71 Park Lane; Use Permit UP-4-12;** to allow for Night Operations (from 10 pm to 5 am) in the TC-1 Crocker Park Trade Commercial District, within 300 feet of residential property, for digital printing, document imaging and preparation of printed materials; Pitney Bowes, applicant; DCT Valley Drive CA L.P, owner.

Associate Planner Johnson presented the agenda report and answered questions from the commission regarding the City's options if there are noise impacts on neighbors.

The applicant's representative, Ahmad Razaqi, outlined the company's planned operations at the site. There were no questions for the applicant and no members of the public present to address the Commission.

Commissioner Do moved, seconded by Commissioner Parker, to approve UP-4-12 per staff recommendation. The motion carried 4-0.

### OLD BUSINESS

1. **CONTINUED PUBLIC HEARING: Zoning Text Amendment RZ-5-11 to Amend Brisbane Municipal Code Title 17; Chapter 17.06, R-1 Residential District; Chapter 17.08, R-2 Residential District; Chapter 17.10, R-3 Residential District; Chapter 17.12, R-BA Brisbane Acres Residential District; Chapter 17.32, General Use Regulations; Chapter 17.34, Off-Street Parking; and Chapter 17.38, Nonconforming Uses and Structures; City of Brisbane, applicant.**

Special Assistant Tune presented the agenda report, which included four key questions for the Commission.

The first question was whether the existing requirement for lots less than 37.5 ft. of frontage, and with homes larger than 1800 sq ft, should be changed to require 1 covered and 2 off-street spaces, instead of 2 covered spaces plus 1 on- or off-street space as currently required. The Planning Commission agreed to this concept.

The second question was whether the City should recognize on street parking for homes over 1,800 sq. ft. on lots over 37.5 ft. of frontage, which essentially keeps the existing provisions intact for these homes. The Planning Commission agreed to this concept.

The third question was whether the existing 400 sq. ft. exception for additions to residences with nonconforming parking should be changed to allow for larger additions before the parking would be required to be brought up to code. After some discussion by the commission, the question was raised by Commissioner Do as to whether using lot frontage would be the proper metric for determining the parking requirements. The Commission decided that this will need further thought and the Commission will come back to this question at the next meeting.

The fourth question was whether the current requirement for secondary dwelling units of 2 on-site spaces should be retained or if it should be modified to recognize parking partially in the public right-of-way. The Commission was supportive of this modification as well as the standard, as presented in the agenda report, of 1 space for secondary dwelling units up to a 900 sq. ft. and 2 spaces for secondary dwelling units over 900 sq. ft., up to the limit of 1,000 sq. ft for secondary dwelling units.

Commissioner Cunningham moved, seconded by Commissioner Do, to continue this item to the meeting of May 24<sup>th</sup>, 2012. The motion carried 4-0.

#### ITEMS INITIATED BY STAFF

Director Swiecki presented an update on the CEQA training to be conducted in preparation of the Baylands draft EIR being published. The training will be scheduled for the public and various boards and commissions in mid-June.

#### ITEMS INITIATED BY THE COMMISSION

Chair Munir suggested that the commissioners provide advance notice of Items Initiated by the Commission, when possible, so when appropriate these items can be placed on the agenda.

Chair Munir also raised the issues on the agenda of rules of order for the Commission and Planning Commission procedures.

Director Swiecki brought attention to Rosenberg's Rules of Order, included in the agenda packet, and indicated that they are similar to Robert's Rules of Order, but are more focused on the Planning Commission's needs. Discussion ensued regarding the rules of order and Planning Commission procedures.

Director Swiecki then brought attention to City Council resolution 2008-37, which addresses how commissioners may present themselves outside Planning Commission meetings.

Director Swiecki addressed enforcement procedures, which was on the agenda per the Commission's request, and provided a review of Brisbane Municipal Code Chapter 1.16.

#### ADJOURNMENT

There being no further business, Commissioner Parker made a motion, seconded by Commissioner Cunningham, to adjourn to the meeting of May 24, 2012. The motion was approved 4-0 and the meeting adjourned at 9:11 p.m.

Attest:

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John 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).