

**DRAFT**  
**BRISBANE PLANNING COMMISSION**  
Action Minutes of April 24, 2014  
Regular Meeting

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Do, Parker, and Chairperson Cunningham. Commissioner Munir arrived at 7:38 p.m.  
Absent: Commissioner Reinhardt.  
Staff Present: Community Development Director Swiecki and Senior Planner Johnson. Special Assistant to the Director Tim Tune arrived at 8:15 p.m.

ADOPTION OF AGENDA

Commissioner Parker moved to adopt the agenda. The motion was seconded by Commissioner Do. The motion carried 3-0.

ORAL COMMUNICATIONS

None.

WRITTEN COMMUNICATIONS

Chair Cunningham acknowledged written communications not on the agenda.

NEW BUSINESS

1. **PUBLIC HEARING: 685 Sierra Point Road;** Variance V-1-14; Variance to allow for a lot line adjustment between 685 and 691 Sierra Point Road, to reduce the lot width of 685 Sierra Point Road to approximately 44.5 feet, where 50 feet would otherwise be required. This would be to eliminate the existing encroachment of a portion of the home at 691 Sierra Point Road onto 685 Sierra Point Road; Linda Parker, applicant; James P. Dunleavy Trust & Yue Zhen Li Dunleavy Trust, owners; APN 007-451-260.

Senior Planner Johnson presented the agenda report. Chairperson Cunningham opened the public hearing. Linda Parker, applicant, explained that the primary intent of the application was to allow necessary upgrades to be made to the home at 691 Sierra Point Road.

There being no other members of the public present to speak regarding the application, Commissioner Munir moved and Commissioner Parker seconded to close the public hearing. The motion carried 4-0.

The Commission and staff discussed the history of the prior Variance permit request that was considered by the Commission and subsequently withdrawn in 2007, as well as the common occurrence of this kind of nonconforming situation on lots throughout Brisbane.

Commissioner Parker moved and Commissioner Do seconded to approve the application. The motion passed 4-0.

### STUDY SESSION

- 1. 2015 – 2022 HOUSING ELEMENT UPDATE STUDY SESSION #5:** Chapter III, “Land Inventory and Identification of Adequate Sites for Regional Housing Needs” and Appendix F “Housing Sites Inventory: Opportunity Sites for Residential Development”.

Senior Planner Johnson presented the agenda report, outlining the City’s Regional Housing Need Allocation (RHNA) for the current cycle and potential sites to accommodate the RHNA. The Commission and staff discussed the proposed housing sites, place-making strategies, and potential traffic impacts of new housing development. The Commission suggested that staff study the Brisbane Village shopping center, Bank of America site, Post Office site, and VWR site (3745-3795 Bayshore Boulevard) as potential mixed-use housing sites.

### ITEMS INITIATED BY STAFF

Director Swiecki said it had come to his attention that two Commissioners would be unable to attend the May 8<sup>th</sup> meeting. In absence of pressing agenda items, he suggested that the Commission consider canceling the meeting and adjourning to the May 22<sup>nd</sup> meeting.

### ITEMS INITIATED BY THE COMMISSION

Commissioner Munir stated consideration should be given to updating the Fire and Police incident database as it is obsolete.

Chair Cunningham reminded the Commission of the upcoming City Council meeting at which the Council would consider a Memorandum of Agreement between the City of Brisbane and Sunquest Properties, Inc. for continued operations at the Baylands under Use Permit UP-8-03.

ADJOURNMENT

There being no further business, Chair Cunningham moved and Commissioner Munir seconded to cancel the meeting of May 8<sup>th</sup>, 2014 and adjourn to the meeting of May 22<sup>nd</sup>, 2014. The motion carried 4-0 and the meeting adjourned at 9:04 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).