

**DRAFT**  
**BRISBANE PLANNING COMMISSION**  
Action Minutes of December 9, 2014  
Special Meeting

A. CALL TO ORDER

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

B. ROLL CALL

Present: Commissioners Do, Munir, Parker, Reinhardt, and Chairperson  
Cunningham

Absent: None.

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

C. ADOPTION OF AGENDA

Commissioner Do moved to adopt the agenda. The motion was seconded by  
Commissioner Reinhardt. The motion carried 5-0.

D. ORAL COMMUNICATIONS

None.

E. WRITTEN COMMUNICATIONS

Chair Cunningham acknowledged written communications not on the agenda and an  
email from Anja Miller.

F. NEW BUSINESS

**1. PUBLIC HEARING: 515 Tunnel Avenue; Use Permit UP-4-14; Temporary  
Christmas Tree Storage for Recycling; Brad Drda, Recology Properties, Inc.,  
applicant; Sanitary Fill Company, owner; APN 005-152-330.**

Senior Planner Johnson presented the agenda report. Chair Cunningham opened the  
public hearing. Brad Drda, the applicant, answered the Commission's questions regarding  
the proposal, which was the same program which had been operating annually over the  
past several years. The trees would be collected at the Recology facility and transported  
outside of the City for disposal.

There being no other members of the public to speak on the matter, Commissioner Do  
moved and Commissioner Munir seconded to close the public hearing. The motion

carried 5-0. Commissioner Munir moved and Commissioner Do seconded to approve the application. The motion carried 5-0.

Chairperson Cunningham asked staff to explain why this application is reviewed and granted annually by the Commission. Senior Planner Johnson explained that this particular use isn't included in the zoning district regulations as a use that can be applied for as a standard conditional use permit. The code allows for temporary uses of no more than 45 days to be conducted in this zoning district, which fits the program for the tree recycling.

#### G. STUDY SESSION

##### **1. AMENDMENT TO THE CIRCULATION ELEMENT: Study Session #2 for Amendment to the Circulation Element of the General Plan to incorporate provisions for Complete Streets, pursuant to The Complete Streets Act of 2008.**

Senior Planner Johnson presented the agenda report and answered the Commission's questions regarding rolled curbs and their relation to ADA requirements.

Commissioner Munir stated it appeared Program T.15.3 would prohibit parking on roadways adjacent to sidewalks. Director Swiecki clarified the intent was to prohibit parking on sidewalks, and staff could draft more clear language. Commissioner Parker asked if this policy could limit street parking in new residential developments. Senior Planner Johnson referred to the last bullet of Policy T.3, which encourages provision of on-street parking where it's feasible to do so. Commissioner Parker noted that there was no public parking available in Crocker Park for users of the walking paths, which should be addressed in the General Plan. Senior Planner Johnson referred to Policy T.4, which provides broad policy language the City can use to identify those places within Crocker Park or elsewhere where better connections are needed.

Commissioner Parker suggested adding policy language addressing the need for vehicle and bicycle parking in areas such as Crocker Park. Director Swiecki stated that access to recreational facilities may be better addressed in the Recreation Element. Chair Cunningham stated Valley Drive appeared to have sufficient width to accommodate both on-street parking and sidewalks without impacting truck travel. Director Swiecki stated staff could draft a policy to study the feasibility of such improvements.

Commissioner Do asked what studies and data were used to inform the draft policies. Senior Planner Johnson stated the State provided guidance regarding Complete Streets policy language based on broader studies and trends. Staff conferred with the Police Chief regarding accident trends in intersections throughout the City. The feedback was there is not enough data specific to Brisbane to point to any trends. Director Swiecki noted that the Complete Streets Committee reviewed programs like Safe Routes to Schools and data was collected from recent Bike to Work Days. The City Engineer had also reviewed the draft language and made substantive recommendations.

Commissioner Parker stated the City was not maintaining curb striping and other signage related to street use and parking. Senior Planner Johnson replied that providing directional signage for cars, bicyclists and pedestrians is addressed in the proposed revisions. He stated the ability to maintain infrastructure is based on funding availability.

Chairperson Cunningham asked for a brief summary of Safe Routes to Schools projects that have been completed and are upcoming. Director Swiecki stated staff would update the Commission on the status of the Complete Streets Committee recommendations for the Safe Routes to Schools program at a future meeting.

Commissioner Munir referred to Program T.9.3 and suggested safety educational programs be made available to all community members and not limited to students. He stated the proposed revisions did not address improving vehicular circulation and road design standards, which was a part of Complete Streets. Senior Planner Johnson referred to T.3.1 which directs the City to update the City's engineering design standards, and noted there were existing policies in the Circulation Element addressing vehicular circulation and safety.

Commissioner Munir suggested adding a general statement regarding the safety of the Tunnel Avenue overpass. He also noted that commercial vehicles, such as moving vans, often occupy residential streets for extended periods of time, and asked staff to draft some language discouraging such activity. Commissioner Reinhardt stated the word "encouraged" was used frequently in the draft policies, and more forceful language may be necessary to ensure enforcement of pedestrian safety on heavily used local roads.

Commissioner Parker referred to Program 38.b of the current Circulation Element and asked how it was implemented. Director Swiecki replied that the City had not yet adopted a traffic impact fee, but recommended retaining the program should the need arise in the future. Commissioner Parker noted that Policy 30.1 of the current Element addressing alternative ingress and egress routes from Sierra Point is an issue often discussed by the Commission, and wanted to know how the Commission could prioritize its implementation. Director Swiecki stated the City Council was responsible for prioritizing implementation of General Plan policies and programs and allocating resources for studying the feasibility of their implementation. Commissioner Munir clarified the policy's intent to provide additional emergency access routes. He was told emergency access had been secured over the railroad tracks, but had not yet seen a copy of the agreement. He recommended that it be part of the City's emergency preparedness plan. Chair Cunningham stated the issue was a part of OES' responsibility and community volunteers had access to that information.

Commissioner Munir asked whether the Commission's comments on the existing Circulation Element during the General Plan update process several years ago would be added to the Complete Streets policy revisions. Director Swiecki noted that the State had a tight timeframe for adoption of Complete Streets amendments. Senior Planner Johnson

noted the Commission's prior comments on the Element had been integrated to the extent possible, and that more comprehensive General Plan amendments would be revisited when the General Plan update resumes.

#### H. ITEMS INITIATED BY STAFF

Director Swiecki introduced Associate Planner Capasso. He reported that at the special meeting on December 8, the City Council upheld the Planning Commission's approval of the 7000 Marina Design Permit.

#### I. ITEMS INITIATED BY THE COMMISSION

Subcommittee Updates: Commissioner Reinhardt stated the Green Building subcommittee finalized its recommendations. Senior Planner Johnson noted that the Planning Commission had reviewed the recommendations, and staff would present them to the Council at an upcoming meeting.

Commissioner Munir inquired about the status of the Baylands EIR. Director Swiecki stated staff tentatively anticipated a release date of January 2015.

#### J. CANCELLATION of the Regular Meetings of December 11th and December 25th and ADJOURNMENT to the Regular Meeting of January 8th, 2015 at 7:30 pm.

There being no further business, Commissioner Munir moved and Commissioner Parker seconded to cancel the regular meetings of December 11 and December 25, 2014 and to adjourn to the next regular meeting of January 8, 2015. The motion carried 5-0 and the meeting adjourned at 8:56 p.m.

Attest:

---

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).