

draft
BRISBANE PLANNING COMMISSION
Action Minutes of July 14, 2011
Regular Meeting

CALL TO ORDER

Chairman Munir called the meeting to order at 7:34 p.m.

ROLL CALL

Present: Commissioners Cunningham and Reinhardt and Chairman Munir
Late: Commissioner Parker arrived before the first presentation
Absent: Commissioner Do
Staff Present: Community Development Director Swiecki, Senior Planner Tune,
Associate Planner Johnson

ADOPTION OF AGENDA

The motion to adopt the agenda made by Chairman Munir was seconded by Commissioner Cunningham and approved 3-0 (Commissioners Do and Parker absent).

CONSENT CALENDAR

1. Approval of Draft Action Minutes of June 23, 2011 Regular Meeting

Chairman Munir moved to approve the Minutes. The motion was seconded by Commissioner Cunningham and approved 2-0 (Commissioner Reinhardt abstained, Commissioners Do and Parker absent).

ORAL COMMUNICATIONS

None.

WRITTEN COMMUNICATIONS

None.

PRESENTATIONS

1. Wendy Goldberg, Center on Homelessness

Ms. Goldberg provided an overview of San Mateo County's ten-year action plan to address homelessness, "Housing Our People Effectively" (HOPE), including data specific to Brisbane. She responded to questions from the Commission. It was suggested that the new 211 data base of services available in San Mateo County be publicized further.

2. Deputy Building Official Doug Rider, Community Service Group (CSG)'s Permitting Software Demonstration

Mr. Rider gave a presentation of the GreenVue Fusion Permit Suite, which features digital plan review and web-based permit tracking. He responded to questions from the Commission.

CONSENT CALENDAR

1. **PUBLIC HEARING: 3000-3500 Marina Boulevard;** Adoption of Report to the City Council on the Appeal of the Planning Commission's Denial of Design Permit DP-2-11, Use Permit UP-7-11 and Variance V-2-11; Time Extensions for Design Permit DP-5-07 Approving Two Office Buildings and a Parking Structure with Related Site Grading, Use Permit UP-3-08 Accepting 1,373 Parking Spaces Including 1,175 "Universal" Spaces Located Off Site within the Parking Structure, and Variance V-1-08 for the Parking Structure's Lot Coverage and East Side Setback; Don Little, Don Little Group, applicant and appellant; Sierra Point LLC, owner; APN 007-165-020

Commissioner Cunningham moved approval of the Consent Calendar. The motion was seconded by Commissioner Parker, and approved, 4-0 (Commissioner Do absent).

STUDY SESSION

1. Implementation of Housing Element Programs H.B.1.c, H.B.1.f, H.B.1.g, H.B.3.e, H.B.3.i, H.D.1.c & H.E.1.a, Regarding Definitions, Design Permits, Emergency Shelters, Supportive Housing and Development Standards in the Southwest Bayshore Subarea

Associate Planner Johnson presented the preliminarily proposed amendments to the Municipal Code and responded to questions from the Commission.

Commissioner Reinhardt suggested that development standards for emergency shelters clarify what types of facilities would be expected according to the segment of the homeless population served. Director Swiecki noted that the required management plan would address coordination with services provided elsewhere. Commissioner Cunningham and Chairman Munir requested that more thought be given to the details that should be included in the standards.

At Commissioner Parker's request, Senior Planner Tune said he would look into the occupancy limit cited in the reference to single-room-occupancy dwelling units in the definition of multiple-family dwelling.

The Commission discussed the need for defined guidelines in the form-based codes to be adopted for the future R-SWB District.

At Chairman Munir's suggestion, the Commission agreed to continue the study session to the next meeting.

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

The Commission continued this study session without a presentation by staff.

ITEMS INITIATED BY STAFF

Director Swiecki noted that the appeal of 3000-3500 Marina Boulevard is scheduled for the next City Council meeting.

ITEMS INITIATED BY THE COMMISSION

1. Request to the City Council for Amendment of the Green Building Ordinance to Include a Renewable Energy Requirement

It was the consensus of the Commission that staff should prepare a letter to the Council to be signed by each of the Commissioners.

ADJOURNMENT

There being no further business, Chairman Munir made the motion, seconded by Commissioner Cunningham, to adjourn to the regular meeting of July 28, 2011. The motion was approved, 4-0 (Commissioner Do absent), and the meeting was adjourned at 10:18 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.