

BRISBANE PLANNING COMMISSION  
Action Minutes of September 22, 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.  
Commission Do arrived at the beginning of the study session.  
Absent: Commissioner 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 August 8, 2011 Regular Meeting

Chairman Munir moved to approve the Minutes. The motion was seconded by Commissioner Cunningham 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 Sign Review at 99 South Hill Drive.

OLD BUSINESS

1. **CONTINUED PUBLIC HEARING: 3836 Bayshore Boulevard;** Design Permit DP-3-11 and Use Permit UP-12-11; Showroom/Office/Warehouse with Two 3-Bedroom Dwelling Units Above and Uncovered or Carport Parking Spaces in Lieu of Garage/Carport Parking Spaces; Joseph Xu, applicant; Lun Hong Wong, owner; APN 007-553-180

Senior Planner Tune presented the agenda report.

Chairman Munir expressed his appreciation of the City Attorney's input, and then opened the public hearing. Although the applicant and owner were present, no one wished to speak on the item. The public hearing was closed on a motion made by Chairman Munir, seconded by Commissioner Cunningham, and passed, 3-0 (Commissioners Do and Reinhardt absent).

Commissioner Cunningham moved approval of the proposal per the alternative draft resolution prepared by staff. The motion was seconded by Commissioner Parker and adopted, 3-0 (Commissioners Do and Reinhardt absent).

### STUDY SESSION

1. Introduction to Form-Based Codes for Implementation of Housing Element Programs H.B.1.a, H.B.1.b, H.B.1.c, H.B.1.d, H.B.3.e, H.B.3.i, H.D.1.b and H.D.1.d, regarding Rezoning the Southern Portion of the Southwest Bayshore SCRO-1 District to R-SWB and the Southwest Portion of Crocker Park TC-1 District to NCRO-3

Director Swiecki introduced the item, explaining that form-based codes are a tool proposed to implement the community's vision for the new proposed zoning districts. He responded to questions from Commissioner Parker regarding timing for adoption of the codes.

Chairman Munir suggested that form-based codes might also be considered for Downtown Brisbane.

Commissioner Cunningham recalled the community involvement that had been generated by the Project of Public Spaces placemaking charrettes and suggested that the current efforts build upon that to generate interest.

Commissioner Parker recommended ways in which the public could be informed.

Cheryl Brayton suggested from the audience that it was important to explain to the public why form-based codes are relevant and how they compare to what we have.

The Commissioners discussed additional ways in which to generate community involvement.

Associate Planner Johnson gave a Powerpoint presentation on the history of zoning, the key concepts and components of form-based codes, and local examples where form-based codes have been adopted and implemented.

The Commission discussed the aspects of Brisbane, such as use of private and public outdoor space and the variety of architectural expression, that they would like to see the form-based codes encourage.

Commissioner Do proposed community outreach through the Citizens Academy and various local organizations. She noted the difference in the stakeholders between the two subareas.

Chairman Munir recommended that staff prepare a critical path schedule with target dates to prepare and adopt the new codes.

#### ITEMS INITIATED BY STAFF

Director Swiecki updated the Commission on the status of recommended ordinances that are before the City Council.

#### ITEMS INITIATED BY THE COMMISSION

Chairman Munir requested items to be brought to the attention of the Public Works Department.

#### ADJOURNMENT

There being no further business, Chairman Munir made the motion, seconded by Commissioner Do, to adjourn to the regular meeting of October 13, 2011. The motion was approved, 4-0, (Commissioner Reinhardt absent) and the meeting was adjourned at 9:14 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 on the City's website at [www.brisbaneca.org](http://www.brisbaneca.org).