

City of Brisbane

Planning Commission Agenda Report

TO: Planning Commission For the Meeting of 5/13/10

FROM: Tim Tune, Senior Planner, via John Swiecki, Interim Community Development Director

SUBJECT: **70 Old County Road;** Adoption of Report to the City Council on the Appeal of the Planning Commission's Conditional Approval of Sign Review SR-3-10; Sign Program to Revise and Relocate Internally Illuminated Monument Sign and to Replace 2 Existing Wall Signs with 3 Halo-Illuminated Channel-Letter Fascia Signs; Northwest Signs/Coast Sign, Inc., applicant; Bank of America, owner; APN 005-212-120

Request: The Planning Commission's conditional approval of Sign Review SR-3-10 has been requested by Councilmembers Lentz and Conway to be considered by the City Council as an appeal per Brisbane Municipal Code Section 17.52.020.B. Per BMC Section 17.52.030, the Commission is required to prepare a report to the Council on the facts pertaining to the Commission's decision along with the reasons for the Commission's action. Per the attached procedures previously adopted by the Commission, the standard report is attached for the Commission's approval.

Recommendation: Adopt the attached Report to the City Council.

Attachments:

Draft Report to the City Council with Attachments, Including Expanded Minutes
Submitted Appeal
Planning Commission Procedures per BMC Section 17.52.030

PLANNING COMMISSION PROCEDURES PER B.M.C. SECTION 17.52.030

“Adoption of Report from the Planning Commission” shall be placed by staff on the next available Planning Commission agenda following the filing of any appeal of an action by the Planning Commission.

The standard format of the “Report from the Planning Commission” shall be as follows:

This report in response to the appeal of the Planning Commission’s **approval/conditional approval/denial** of the above referenced application is hereby presented to the City Council as required by Brisbane Municipal Code Section 17.52.030. The facts pertaining to the decision of the Planning Commission are as stated in the attached materials and testimony submitted to the Planning Commission at and prior to its meeting of _____. The reasons for the Planning Commission’s action are as stated in the attached Resolution ____, including the findings and conditions of approval, **if any**, and as expressed in the attached Minutes.

This standard format shall automatically be used in presenting the required report to the City Council, unless the Commission, by a majority vote of those members who voted on the item appealed, approves language amending the standard format. Amendments shall be limited to references to specific passages within the approved Minutes or adopted Resolution that express the Commission’s reasons for its action on the item appealed. Accordingly, in instances where the Planning Commission’s action differs significantly from staff’s recommendation, the Commission should identify the key points in its decision prior to taking such action, continuing the item so that the appropriate resolution, reflecting those points, can be drafted by staff for adoption at the following meeting. If necessary, bullet items can be included in the resolution or as an attached exhibit to make clear the “reasons for the Commission’s action.” Due to the time constraints established by BMC Section 17.52.020.A, consideration of the report shall not be continued to a later meeting of the Planning Commission.

While individual members of the Commission may choose to independently testify in person or in writing to the City Council on the matter of the appeal, there shall be only one “Report from the Planning Commission” to be presented to the City Council.

The above shall not preclude the Planning Director from submitting a separate report from staff to the City Council.