

Draft  
BRISBANE PLANNING COMMISSION  
Action Minutes of May 24, 2012  
Regular Meeting

CALL TO ORDER

Chairman Munir called the meeting to order at 7:32 p.m.

ROLL CALL

Present: Commissioners Cunningham, Parker, Reinhardt and Chair Munir  
(Commissioner Do arrived at 7:40 p.m., the close of the public hearing on  
99 South Hill Drive)

Absent:

Staff Present: Community Development Director Swiecki, Associate Planner Johnson  
and Special Assistant Tune

ADOPTION OF AGENDA

Commissioner Parker moved and Commissioner Reinhardt seconded to adopt the agenda.  
The motion carried 4-0.

APPROVAL OF DRAFT ACTION MINUTES

**May 10<sup>th</sup>, 2012 Regular Meeting.** Commissioner Parker moved and Commissioner  
Reinhardt seconded to adopt the minutes. The motioned carried 4-0.

ORAL COMMUNICATIONS

None.

WRITTEN COMMUNICATIONS

Chair Munir acknowledged written communications not related to items on the agenda.

NEW BUSINESS

1. **PUBLIC HEARING: 99 South Hill Drive;** Sign Review SR-3-12; To establish a Sign Program to allow for wall signage that combined with the previously permitted signs will exceed 100 square feet for this multi-tenant site with over 100 feet of property frontage; Norman S. Wright, applicant; William Spencer, owner.

Associate Planner Johnson presented the agenda report. There were no questions from the Commission.

There were no questions for the applicant and no members of the public were present to address the Commission. Commissioner Cunningham moved and Commissioner Parker seconded to close the public hearing. The motion carried 5-0.

Commissioner Parker moved, seconded by Commissioner Parker, to approve application SR-3-12-12 per staff recommendation. The motion carried 5-0.

### OLD BUSINESS

1. **CONTINUED PUBLIC HEARING: Zoning Text Amendment RZ-5-11** to Amend Brisbane Municipal Code Title 17; Chapter 17.06, R-1 Residential District; Chapter 17.08, R-2 Residential District; Chapter 17.10, R-3 Residential District; Chapter 17.12, R-BA Brisbane Acres Residential District; Chapter 17.32, General Use Regulations; Chapter 17.34, Off-Street Parking; and Chapter 17.38, Nonconforming Uses and Structures; City of Brisbane, applicant.

Special Assistant Tune presented the agenda report and answered questions of the Commission.

The Commission was in agreement on the last remaining items of the proposed parking ordinance, including exceptions for additions and the proposed provisions for secondary dwelling units, and requested that staff make the revisions to the draft ordinance so it could be brought back to the Commission in its entirety.

There was no one from the public present to speak on this item.

Commissioner Do moved, seconded by Commissioner Reinhardt, to continue this item to the meeting of June 14<sup>th</sup>, 2012. The motion carried 5-0.

### ITEMS INITIATED BY STAFF

Director Swiecki presented an update on the CEQA training schedule to be conducted in preparation of the Baylands draft EIR being published.

### ITEMS INITIATED BY THE COMMISSION

Chair Munir requested that the commissioners provide input at least a week before the meeting if they have items that they would like to have included on the agenda. He also outlined some of the discussion from the City Council liaison meeting earlier in the evening.

At the request of Chair Munir, Director Swiecki outlined the General Plan update process and how that schedule related to the Baylands schedule. The Commission requested a copy of the draft policies from the update process to date.

Chair Munir suggested that there should be a standing item on future agendas for subcommittee reports.

ADJOURNMENT

There being no further business, Commissioner Reinhardt made a motion, seconded by Commissioner Do, to adjourn to the meeting of June 14, 2012. The motion was approved 5-0 and the meeting adjourned at 8:23 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 the City's website at [www.brisbaneca.org](http://www.brisbaneca.org).