BRISBANE PLANNING COMMISSION
Action Minutes of October 13, 2016
Regular Meeting
DRAFT

A. CALL TO ORDER

Director Swiecki called the meeting to order at 7:32 p.m.

B. ROLL CALL

Present: Commissioners Anderson, Munir, and Parker.
Absent: Commissioners Do and Reinhardt.
Staff Present: Community Development Director Swiecki, Senior Planner Johnson and Associate Planner Capasso.

Due to the absence of Chairperson Do and Vice Chairperson Reinhardt, Director Swiecki, acting as Commission Secretary, asked the Commissioners present to select an Acting Chairperson pursuant to the Planning Commission's adopted procedural rules. It was the consensus of the Commission to appoint Commissioner Anderson as the Acting Chairperson for the duration of the meeting.

C. ADOPTION OF AGENDA

Commissioner Parker moved and Commissioner Munir seconded to adopt the agenda. The motion was approved 3-0.

D. CONSENT CALENDAR

1. APPROVAL OF DRAFT ACTION MINUTES
    i. September 22, 2016 regular meeting

The item was continued.

E. ORAL COMMUNICATIONS (limit to a total of 15 minutes)

There were none.

F. WRITTEN COMMUNICATIONS

Acting Chairperson Anderson reviewed written communications received, including a flyer for the 16th Annual Housing Leadership Day, the Bay Area Monitor, and a letter regarding Item G.1 from Sean Sweeney.

G. NEW BUSINESS

1. **PUBLIC HEARING: 500 Sierra Point Road; Use Permit UP-6-16**; Use Permit to modify the parking regulations to allow two (2) uncovered, on-street parking spaces, where one (1) covered and two (2) uncovered, off-street spaces are required for the existing 860 sq. ft.

home and proposed conversion of a 538 sq. ft. accessory building to a secondary dwelling unit; Jerry Kuhel, Kuhel Design, applicant; Seth Bowden, owner; APN 007-431-140.

Associate Planner Capasso presented the staff report and answered Commissioner's questions regarding the age of the accessory structure, the extent of excavation for on-street parking, the potential to improve other areas of the right-of-way for parking, retaining wall design, parking requirements, required geotechnical analysis, and secondary dwelling unit Code requirements.

Acting Chairperson Anderson opened the public hearing.

Jerry Kuhel, applicant, addressed the Commission and answered their questions regarding the potential extent, cost, and layout of excavation required to provide on-site parking.

Dana Dillworth, George Peña, and Sean Sweeney spoke against the application.

Andrew Tong asked for clarification on the proposal from staff and was neutral toward the application.

Joel Diaz spoke in favor of the application.

Seeing no additional speakers, Commissioner Parker moved and Commissioner Munir seconded to close the public hearing. The motion passed 3-0.

After deliberation, Commissioner Parker moved to continue the Use Permit UP-6-16 to a future meeting, to allow the applicant to address the Commission's concerns regarding the feasibility of accommodating three on-site parking spaces and the potential to dedicate parking facilities within the right-of-way for private use. Commissioner Munir seconded and the motion passed 3-0.

2. **PUBLIC HEARING: 179 San Benito Road; Use Permit UP-7-16**; Use Permit to modify the parking regulations to allow two (2) compact-sized, off-street parking spaces within the existing driveway and one (1) standard-size, on-street parking space adjacent to the front property line, where two (2) covered, off-street parking spaces and two (2) on or off-street parking spaces are required. This modification would allow for the legalization of the conversion of an attached, one-car garage into living area; Steve Miller, applicant; Steve and Bernarda Miller, owner; APN 007-381-110.

Associate Planner Capasso presented the staff report and answered Commissioners' questions regarding on-site parking requirements.

Acting Chairperson Anderson opened the public hearing.

Steve Miller, applicant, addressed the Commission in support of the application.

Barbara Ebel for clarifications regarding tandem parking regulations, which staff provided.

Seeing no other speakers present in the audience, Commissioner Parker moved and Commissioner Munir seconded to close the public hearing. The motion was approved 3-0.

Commissioner Munir moved approval of Use Permit UP-7-16 via adoption of Resolution UP-7-16, seconded by Commissioner Parker. The motion was approved 3-0.

3. **PUBLIC HEARING: 575 Tunnel Avenue; Interim Use Permit UP-5-16**; An Interim Use Permit to allow the continuation of a bus storage yard and dispatch facility, for approximately 125 para-transit shuttle buses and parking for approximately 25 on-site employees, with hours of operation being 24 hours per day, 7 days per week, for a maximum of 5 years; Len Corpus, Universal Paragon Corporation, applicant; Tuntex USA Inc., owner; APN's 005-152-240, 005-152-250 and 005-152-260.

Senior Planner Johnson gave the staff presentation and answered the Commissioner's questions regarding the estimated vehicle trip counts.

Acting Chairperson Anderson opened the public hearing.

Len Corpus, applicant, addressed the Commission in favor of the application.

Mary McClain, General Manager of tenant Transdev, addressed the Commission to clarify the trip count calculations.

Seeing no others wishing to speak, Commissioner Parker moved and Commissioner Munir seconded to close the public hearing. The motion was approved 3-0.

Commissioner Parker moved to approve Use Permit UP-5-16, via adoption of Resolution UP-5-16. Commissioner Munir seconded and the motion was approved 3-0.

H. ITEMS INITIATED BY STAFF

Director Swiecki said the State had recently adopted legislation that would impact how the City regulates secondary dwelling units.

I. ITEMS INITIATED BY THE COMMISSION

1. Standards for home sizes/lot coverage/floor area ratio- Central Brisbane.

It was the consensus of the Commission to continue this discussion item to the next meeting as Chairperson Do and Vice Chairperson Reinhardt were absent.

2. Director Swiecki answered questions from Commissioners regarding the San Francisco Board of Supervisor's recent resolution regarding the Baylands, the City's water supply in the current drought, the status of the Parkside Precise Plan, the Sustainability Framework, the Council's recruitment of new Commissioners, and soils processing at the Baylands.

J. ADJOURNMENT to the Regular Meeting of October 27, 2016 at 7:30 p.m.

Commissioner Munir moved and Commissioner Parker seconded to adjourn to the regular meeting of October 27, 2016 at 7:30 p.m. The motion passed 3-0 and the meeting adjourned at 9:36 p.m.

Attest:

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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.