

BRISBANE PLANNING COMMISSION  
Action Minutes of November 14, 2017  
Regular Meeting

A. CALL TO ORDER

Chairperson Munir called the meeting to order at 7:30 p.m.

B. ROLL CALL

Present: Commissioners Anderson, Cunningham, Mackin, Munir, and Sayasane.  
Absent: None.  
Staff Present: Community Development Director Swiecki and Associate Planner Capasso.

C. ADOPTION OF AGENDA

Commissioner Anderson moved to adopt the agenda. Commissioner Cunningham seconded the motion and it was approved 5-0.

D. WELCOME/INTRODUCTION OF NEW COMMISSIONER PAMALA SAYASANE

The Commissioners welcomed Commissioner Sayasane.

E. CONSENT CALENDAR

1. APPROVAL OF DRAFT ACTION MINUTES
  - i. September 26, 2017 regular meeting
  - ii. October 10, 2017 regular meeting

Commissioner Cunningham moved adoption of the consent calendar. Commissioner Mackin seconded the motion and it was approved 4-0-1 (Sayasane abstaining). Commissioner Anderson noted he was absent from the September 26, 2017 meeting.

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

Chairperson Munir addressed the Commission regarding personal rumors about himself.

G. WRITTEN COMMUNICATIONS

Chairperson Munir acknowledged written communications received from HIP Housing and the Bay Area Monitor, and a letter from Stice Block regarding Commissioner Item J.1.

H. NEW BUSINESS

1. **PUBLIC HEARING:** 515 Tunnel Avenue; C-1 District; Use Permit UP-7-17; Temporary Christmas tree storage for recycling; Brad Drda, Recology Properties, Inc., applicant; Sanitary Fill Company, owner; APN 005-152-330.

Chairperson Munir asked the applicant to address the Commission.

Brad Drda, applicant, addressed the Commission regarding the tree recycling history and process.

Commissioner Sayasane asked if there had ever been safety issues or accidents.

Mr. Drda responded there was not.

Commissioner Anderson moved to close the public hearing. Commissioner Cunningham seconded the motion and it was approved 5-0.

Commissioner Anderson moved approval of the application. Commissioner Cunningham seconded the motion and it was approved 5-0.

2. **PUBLIC HEARING:** 805 Sierra Point Road; R-1 District; Grading Review EX-7-17; Grading Review for 445 cubic yards of combined soil cut and fill, including 272 cubic yards of soil export, to accommodate construction of a new 3,723 square-foot single-family home with attached 966 square-foot accessory dwelling unit on a vacant 6,621 square-foot lot; Mark B. Lee, applicant; JL Homeland Development Group, LLC, owner; APN 007-522-200. .

Chairperson Munir announced he must recuse himself as he lived within 500 feet of the subject property and left the room.

Associate Planner Capasso gave the staff presentation. She answered questions from the Commission regarding proposed setbacks from property lines, neighbor input, screening planting species for the driveway retaining wall, the previous permit for the retaining wall, and current tree replacement standards in the Municipal Code.

Vice Chairperson Anderson asked the applicant to address the Commission.

Mark Lee, applicant, addressed the Commission in support of the project.

Barbara Ebel, Brisbane resident, commented on rainwater capture.

Commissioner Cunningham moved and Commissioner Mackin seconded to close the public hearing. The motion was approved 4-0.

Commissioner Sayasane moved adoption of Resolution EX-7-17 recommending City Engineer issuance of the grading permit. Commissioner Cunningham seconded the motion and it was approved 4-0.

3. **PUBLIC HEARING:** 255 Mendocino Street; R-1 District; Grading Review EX-9-17; Grading Review for 245 cubic yards of combined soil cut and fill, including 185 cubic yards of soil export, to accommodate construction of a 3,722 square-foot single-family home with on a 5,230 square-foot lot; Adam Bittle, applicant; Christopher J Wirowek Tr and Emily A Wirowek Tr, owners; APN 007- 332-290.

Chairperson Munir rejoined the Commission at the dais. Commissioner Anderson announced he must recuse himself as he lived within 500 feet of the subject property and left the room.

Associate Planner Capasso gave the staff presentation. She answered Commissioner's questions regarding existing site conditions.

Adam Bittle, the applicant, addressed the Commission in support of the application and answered the Commission's questions regarding use of permeable pavers.

Commissioner Cunningham moved and Commissioner Mackin seconded to close the public hearing. The motion was approved 4-0.

Commissioner Mackin moved adoption of Resolution EX-9-17 recommending City Engineer issuance of the grading permit. Commissioner Cunningham seconded the motion and it was approved 4-0.

Chairperson Munir read the appeals process.

#### I. ITEMS INITIATED BY STAFF

Community Development Director Swiecki updated the Commission on the Parkside Plan adoption, Ordinance 622 adoption, and consideration of the M-1 rezoning for Northwest Bayshore recommended by the Commission.

#### J. ITEMS INITIATED BY THE COMMISSION

##### 1. Zoning Text and Map Conformity with Brisbane General Plan

Chairperson Munir said the item would be re-agendized at the next meeting to allow the City Attorney to review correspondence received on the item from the property owner.

##### 2. Other items

Commissioner Cunningham announced her resignation from the Planning Commission.

#### K. ADJOURNMENT

Commissioner Anderson moved and Commissioner Sayasane seconded to adjourn to the regular meeting of November 28, 2017 at 7:30 p.m. The motion passed 5-0 and the meeting adjourned at 8:31 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](http://www.brisbaneca.org).