

BRISBANE PLANNING COMMISSION  
Action Minutes of June 27, 2019  
Regular Meeting  
DRAFT

A. CALL TO ORDER

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

B. ROLL CALL

Present: Commissioners Gomez, Gooding, Mackin and Sayasane.

Absent: Commissioner Patel.

Staff Present: Community Development Director Swiecki, Senior Planner Johnson, Associate Planner Ayres, Planning Intern Flamenco.

C. ADOPTION OF AGENDA

Commissioner Gomez moved adoption of the agenda. Commissioner Gooding seconded the motion and it was approved 4-0.

D. CONSENT CALENDAR

Commissioner Mackin moved approval of the consent calendar. Commissioner Gooding seconded the motion and it was approved 4-0.

E. ORAL COMMUNICATIONS

There were none.

F. WRITTEN COMMUNICATIONS

Chairperson Sayasane acknowledged written communications regarding Item G.1.

G. NEW BUSINESS

1. **PUBLIC HEARING: 133 Monterey Street; R-1 Residential District; Use Permit UP-3-19;**  
Use Permit to allow conversion of an existing detached garage into an Accessory Dwelling Unit, eliminating one of two required parking spaces for the main dwelling unit; James and Mea Christie, applicants/owners.

Associate Planner Ayres gave the staff report and answered Commissioner questions regarding the available public parking spaces along the south side of Monterey Street and regulations for modifying the interior of existing nonconforming structures.

Chairperson Sayasane opened the public hearing and invited the applicant to address the Commission.

James and Mea Christie, owners and applicants, spoke in support of their application.

Barbara Ebel spoke in opposition to the application.

There being no one else wishing to speak, Commissioner Mackin moved to close the public hearing. Commissioner Gomez seconded the motion and it was approved 4-0.

After deliberation, Commissioner Mackin moved approval of the application via adoption of Resolution UP-3-19. Commissioner Gomez seconded the motion and it was approved 4-0.

2. **PUBLIC HEARING: 800-1800 Sierra Point Parkway; SP-CRO Sierra Point Commercial District; Sign Review SR-7-19;** Sign review to establish a sign program for the HCP biotechnology campus; Justin Lawrance, Kate Keating Associates, applicant; HCP LS Brisbane, LLC, owner.

Senior Planner Johnson gave the staff report and answered Commissioner questions regarding how the proposed signage compares to other signs that have been approved at Sierra Point and sight lines at the driveway entrances.

There being no one wishing to speak on the application and no questions for the applicant, Commissioner Gooding moved to close the public hearing. Commissioner Mackin seconded the motion and it was approved 4-0.

Commissioner Gomez moved to approve the sign program. Commissioner Mackin seconded the motion and it was approved 4-0.

3. **PUBLIC HEARING: Zoning Text Amendment RZ-1-19;** Zoning text amendment to Chapter 17.32 and Chapter 17.36 of Title 17, Zoning, of the Brisbane Municipal Code to add Section 17.32.260 – Election Signs, providing new regulations for election signs, and amending Section 17.36.020 – Definitions to provide a cross reference to the new Election Signs section; City of Brisbane, applicant.

Senior Planner Johnson gave the staff report and answered Commissioner questions regarding the four public posting locations that are proposed in the draft ordinance and clarification regarding the map showing the locations, attachment of signs to utility poles, two-sided signs, banners and sign removal after an election. Staff indicated the text in the ordinance was what was intended and the map would be corrected to match the text. Staff clarified that two sided signs and banners would be allowed if they don't create a hazard and if they meet the size criteria. Sign placement on utility poles would be prohibited by the ordinance.

Resident James Christie commented that he observed that the ordinance would seem to codify what the City has already been allowing. Resident Mea Christie asked for clarification on a question that was raised by the Commission about the concentration of signs at the Northeast Ridge. There being no one else wishing to speak on the application, Commissioner Gooding moved to close the public hearing. Commissioner Sayasane seconded the motion and it was approved 4-0.

The Planning Commission discussed a concern that was raised about the apparent overconcentration of public sign locations proposed in the area of the Northeast Ridge.

Commissioner Gooding moved to recommend City Council approval of the draft ordinance, and to provide an additional recommendation to Council to eliminate the public posting location at West Hill Drive and Silverspot Drive and instead identify a location closer to Central Brisbane. Commissioner Gomez seconded the motion and it was approved 4-0.

## H. ITEMS INITIATED BY STAFF

1. Request to initiate a Plan Line for establishment of right-of-way within the Brisbane Acres, in the area south of Kings Road, pursuant to Brisbane Municipal Code Chapter 12.06- Plan Lines for Rights-of-Way.

Senior Planner Johnson gave the staff report on the item. After some discussion regarding the process for establishment of plan lines, Commissioner Gomez moved and Commissioner Mackin seconded the motion to adopt Resolution PC-1-19 in initiate the process to establish plan lines. The motion passed 4-0.

Director Swiecki stated the City Council initiated zoning text amendments to allow limited storefront retail cannabis at their June 20, 2019 meeting.

## I. WORKSHOP

1. Short Term Rentals Ordinance

Associate Planner Ayres introduced Planning Intern Flamenco, who began the staff presentation. The Commission discussed their preferences for prohibiting short term rentals in accessory dwelling units (ADUs), for zoning administrator approval of permits with neighbor notification and opportunity to appeal, for parking impacts in neighborhoods to be minimized, for on-site management, and for annual permit renewal. The Commission requested additional public outreach to be conducted regarding these issues and others discussed during the workshop.

## J. ITEMS INITIATED BY THE COMMISSION

There were none.

## K. ADJOURNMENT

Commissioner Saysane moved cancel the meeting of July 11<sup>th</sup> and to adjourn to the regular meeting of Thursday, July 25<sup>th</sup>, 2019. Commissioner Gooding seconded the motion and it was approved 4-0. The meeting adjourned at 10:20 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).