

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of September 24, 2020
Virtual Regular Meeting

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Gooding, Gomez, Mackin, Patel, and Sayasane.
Absent: None
Staff Present: Community Development Director Swiecki, Senior Planner Ayres, Associate Planner Robbins

ADOPTION OF AGENDA

Commissioner Gomez moved adoption of the agenda. Commissioner Gooding seconded the motion and it was approved 5-0.

CONSENT CALENDAR

Commissioner Mackin moved adoption of the consent calendar (agenda item A and B). Commissioner Patel seconded the motion and it was approved 5-0.

ORAL COMMUNICATIONS

There were no oral communications.

WRITTEN COMMUNICATIONS

There were no written communications.

NEW BUSINESS

C. PUBLIC HEARING: 18 Visitacion Avenue; Design Permit DP-3-20 and Use Permit UP-5-20; NCRO-2 Neighborhood Commercial District - Downtown Brisbane; Design Permit and Use Permit for a new 5,794 sq ft, three-story mixed-use building with two dwelling units, and a 400 sq ft ground floor commercial storefront; Xie Guan, applicant; Portia Kok Hung Li, Kwok Sheung Li, and Jackie Kai Hang Lo, owners.

Associate Planner Robbins gave the staff presentation.

The Planning Commission discussed with staff their concerns about neighboring parcel's access to light and the viability of small commercial spaces on Visitacion Avenue.

Chairperson Sayasane opened the public hearing.

Bill Guan, the applicant, answered questions about the project regarding possible tenants for the commercial space, the potential for a landscaped roof deck, and ownership of the adjacent lot, 14 Visitacion.

Barbara Ebel, Brisbane resident, spoke in favor the project.

With no one else coming forward to address the Commission, Commissioner Gomez moved to close the public hearing. Commissioner Patel seconded the motion and it was approved 5-0.

The Planning Commission continued deliberations regarding access to light and air of the apartments of the neighboring building (34 Visitacion) and the long-term effects of approving small commercial storefronts.

Chairperson Sayasane moved to approve the application via adoption of Resolution DP-3-20 and UP-5-20. Commissioner Gomez seconded the motion and it was approved 5-0.

ITEMS INITIATED BY STAFF

Director Swiecki asked the Commission to consider topics for future training or workshops. He announced a likely special meeting on December 3rd. He informed the Commission that the City Council continued the Accessory Dwelling Unit and Floor Area Ratio draft ordinances due to technical issues at their last virtual meeting. He reported that no Short-Term Rental Permit applications have been received to date. He also informed the Commission that the owner of 34 Visitacion will be changing due to ongoing habitability issues and stated the new owners are in contact with the City and will be informed of the Commission's action regarding agenda item C.

ITEMS INITIATED BY THE COMMISSION

There were none.

ADJOURNMENT

Commissioner Mackin moved to adjourn to the regular meeting of Thursday, October 22, 2020. Commissioner Gooding seconded the motion and it was approved 5-0. The meeting adjourned at 9:20 p.m.

Attest:

John A. Swiecki, Community Development Director

NOTE: A full video record of this meeting can be found on the City's YouTube channel at www.youtube.com/BrisbaneCA, on the City's website at <http://www.brisbaneca.org/meetings>, or on DVD (by request only) at City Hall.