

BRISBANE PLANNING COMMISSION  
Action Minutes of September 16, 2021  
Virtual Regular Meeting

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Gooding, Patel and Sayasane, with Commissioner Gomez  
arriving after consent calendar  
Absent: Commissioners Funke  
Staff Present: Senior Planner Johnson and Assistant/Contract Planner Miller

ADOPTION OF AGENDA

Commissioner Sayasane moved to adopt the agenda. Commissioner Patel seconded the motion and it was approved 3-0.

CONSENT CALENDAR

Commissioner Patel moved to adopt the consent calendar (agenda item A). Commissioner Sayasane seconded the motion and it was approved 3-0.

ORAL COMMUNICATIONS

There were no oral communications.

WRITTEN COMMUNICATIONS

Chairperson Gooding acknowledged one written communication from Luc Bouchard in support of agenda item B.

NEW BUSINESS

- A. PUBLIC HEARING: 296 San Benito Road; Grading Review 2021-EX-3; R-1 Residential; Grading Review** for approximately 365 cubic yards of excavation to be exported off site, to allow for construction of a new 1,609 square foot single-family home, including a 2 car garage, and a 376 square foot attached accessory dwelling unit, to replace the existing single-family home. The subject property is an approximately 2,300 square foot lot with an 11% slope.; James Chow Trotter, applicant; Paul & Glenda Jimenez, owner.

Commission Gomez recused himself from this item.

Senior Planner Johnson gave the staff presentation and answered questions from the Commission regarding height limits and measurement standards, as well as driveway parking and retaining wall within in the right-of-way.

James Chow Trotter, Applicant, addressed the Commission in support of the application, and explained how the home design was specific to the homeowners needs and answered questions from the Commission regarding the accessory dwelling unit, driveway and retaining wall in the public right-of-way. Homeowner, Paul Jimenez, clarified to the Commission the purpose of the accessory dwelling unit stating that it would be for family guests and long-term rental use.

Barbara Ebel, Brisbane resident, asked Applicant to clarify the floor area ratio (FAR) and height of garage. Staff provided clarification regarding FAR. The Applicant provided clarification regarding the garage height.

Luc Bouchard, Brisbane resident, addressed the Commission and Staff in support of the application.

Chairperson Gooding acknowledged the written correspondence from Luc Bouchard and stated that there were no additional written correspondence received.

Napallo Gomez addressed the Commission as a Brisbane resident and spoke in support of the application.

With no others wishing to address the Commission, Commissioner Sayasane moved to close the public hearing. Commissioner Patel seconded the motion and it was approved 3-0.

After deliberation, Commissioner Patel moved to approve application 2021-EX-3. Commissioner Sayasane seconded the motion and it was approved 3-0.

**B. General Plan Conformity 2021-GPC-1; General Plan Northeast Ridge Subarea;** General Plan conformity review of the Toll CA XIX, LP (Toll Brothers) disposition of approximately 136 acres of certain real property at the northern side of the Northeast Ridge Subarea, Parcels B and C to San Mateo County for dedication to Open Space, and Parcel F to the City as an existing improved emergency vehicle access (“EVA”).

Senior Planner Johnson gave the staff presentation and answered a question from Commissioner Patel to clarify the cities maintenance responsibilities of the parcels.

A public comment period of two minutes was given and no comments were received.

With no others wishing to address the Commission, Commissioner Patel moved to close the public comment period. Commissioner Sayasane seconded the motion and it was approved 3-0. Chairperson Gooding recused himself.

After deliberation, Commissioner Gomez moved to adopt resolution 2021-GPC-1. Commissioner Sayasane seconded the motion and it was approved 3-0. Chairperson Gooding recused himself.

## PRESENTATION

- C. **Sustainable Accessory Dwelling Unit (ADU) Construction;** Presentation by Barbara Ebel and Greg Anderson on their experience as owner/builders designing and constructing a sustainable ADU. (Limited to 20 minutes, plus Q&A).

Brisbane resident Barbara Ebel gave the slide show presentation that included the 560 SQ FT detached ADU building process, green building techniques used, suggestions for the City, and lessons learned.

## ITEMS INITIATED BY STAFF

There were none.

## ITEMS INITIATED BY THE COMMISSION

Commissioner Gomez suggested revisiting root protection strategies within the existing tree ordinance when all Commissioners are present.

## ADJOURNMENT

Chairperson Gooding read the appeals process for the items presented. With the cancellation of the September 23, 2021 meeting, Chairperson Gooding declared the meeting adjourned to the next regular meeting of October 14, 2021. The meeting adjourned at 9:25 p.m.

Attest:

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Kenneth Johnson, Interim 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](http://www.youtube.com/BrisbaneCA), on the City's website at <http://www.brisbaneca.org/meetings>, or on DVD (by request only) at City Hall.