

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of August 27, 2020
Virtual Regular Meeting

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Gomez, Mackin, Patel, and Sayasane.

Absent: Commissioner Gooding.

Staff Present: Community Development Director Swiecki, Senior Planner Ayres

ADOPTION OF AGENDA

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

CONSENT CALENDAR

Commissioner Patel moved adoption of the consent calendar (agenda item A). Commissioner Gomez seconded the motion and it was approved 4-0.

ORAL COMMUNICATIONS

There were no oral communications.

WRITTEN COMMUNICATIONS

There were no written communications.

NEW BUSINESS

B. PUBLIC HEARING: 213 Visitacion Avenue; Design Permit DP-2-20 and Use Permit UP-4-20; NCRO-2 Neighborhood Commercial District- Downtown Brisbane; Design Permit and Use Permit for a new 6,477 sq ft, three-story mixed-use building with four dwelling units, a two-car private parking garage, and a 263 sq ft ground floor commercial storefront; Mark Topetcher, applicant; Arcus Housing LLC, owner.

Senior Planner Ayres stated the applicant requested continuance to a date off calendar.

Commissioner Gomez moved to continue agenda item B off calendar. Commissioner Mackin seconded the motion and it was approved 4-0.

ITEMS INITIATED BY STAFF

Director Swiecki announced the City Council Infrastructure Committee had made recommendations to the City Council regarding a pending comprehensive update to the City's Grading Ordinance on hold since from 2013, which would eliminate standalone discretionary grading review by the Commission.

The Commission expressed concern about the elimination of standalone grading review by the Commission due to the lack of notice for ministerial permits and limited opportunity for public involvement.

Commissioners Mackin and Patel volunteered to form an ad hoc subcommittee to formulate recommendations to the City Council regarding the draft grading ordinance.

Senior Planner Ayres informed the Commission that their denial of EX-4-19 at 338 Kings Road was appealed by the property owner to the City Council and is scheduled for a public hearing at the September 3, 2020 Council meeting.

ITEMS INITIATED BY THE COMMISSION

Commissioners Gomez and Mackin requested a summary of the Commission's upcoming work program and additional training to educate the Commission on the processes and procedures of discretionary permits and other items regularly reviewed by the Commission.

ADJOURNMENT

Commissioner Patel moved to adjourn to the regular meeting of Thursday, September 10, 2020. Commissioner Gomez seconded the motion and it was approved 4-0. The meeting adjourned at 8:15 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 www.brisbaneca.org/meetings, or on DVD (by request only) at City Hall.