



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY COUNCIL SPECIAL MEETING AGENDA  
THURSDAY, JANUARY 4, 2024**

*HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005*

**6:00 P.M. CALL TO ORDER**

Mayor O'Connell called the meeting to order at 6:02 P.M. Councilmember Lentz made a request to record the special meeting. Councilmember Davis and Mackin agreed to the recording and Councilmember Cunningham objected to the meeting being recorded and made the request for the meeting to be adjourned and rescheduled with public notice. Mayor O'Connell directed staff to record the special meeting per the wishes of the majority of the Councilmembers.

**PUBLIC COMMENT**

City Clerk Padilla noted for the record that written correspondence was received from Dana Dillworth on the topic of Special Meeting-Minimal Notice.

**WORKSHOP**

**A. City Council protocol for Development and/or Zoning Applications**

Interim City Manager Holstine shared his insights with the City Council about practices followed by prior Councils to help make the process of reviewing Development and /or Zoning Applications as efficient as possible for all involved.

After Council questions, the following members of the public made public comment: Jason Nunan, Nancy Lacsamana, and Michele Salmon.

After taking a brief break and further Council discussion, Council directed staff to establish a new Best Practices subcommittee to establish a code of conduct for City Councilmembers while reviewing Development and/or Zoning Applications, and to host a Retreat Session for a Brown Act Training for all City Committee Members and Commissioners.

**ADJOURNMENT**

Mayor O'Connell adjourned the meeting at 9:18 P.M.

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Ingrid Padilla  
City Clerk