

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of August 28, 2025
Hybrid Meeting

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Funke, Gooding, Lau, and Sayasane
Absent: Commissioner Patel
Staff Present: Principal Planner Ayres and Associate Planner Robbins

ADOPTION OF AGENDA

A motion was made by Commissioner Gooding and seconded by Commissioner Lau to adopt the agenda. Motion approved 4-0.

CONSENT CALENDAR

There were none.

ORAL COMMUNICATIONS

There were none.

WRITTEN COMMUNICATIONS

There were none.

OLD BUSINESS

There were none.

NEW BUSINESS

- A. **PUBLIC HEARING: 99 South Hill Drive; Sign Program 2025-SR-01;** TC-1 Crocker Park Trade Commercial District; Amendment to an adopted Sign Program to allow installation of 94.6 sq ft of new building-mounted, non-illuminated signage, resulting in 286 sq ft of advertising signage on the property with a frontage of over 100 linear feet; and finding that this project is categorically exempt under CEQA Guidelines Sections 15311 (a) – this project fall within a class of project which the State has determined not to have a significant effect on the environment; the exceptions to this categorical exemption referenced in Section 15300.2 of the CEQA Guidelines do not apply; Stanley McCarthy, Sign City SF applicant; South Hill 99, LP, owner.

Principal Planner Ayres presented the agenda report to the Commission and answered questions regarding sign size limits, whether any proposed signage had been installed ahead of the Commission's approval, whether the application was submitted due to any complaints on unauthorized installation, and zoning penalty fees.

Chair Sayasane opened the public hearing.

Staff stated that applicant was not present.

With no one else wishing to address the Commission, a motion by Commissioner Funke, seconded by Commissioner Gooding, to close the public hearing was approved 4-0.

After deliberation, a motion made by Commissioner Gooding and seconded by Commissioner Funke to approve the application via adoption of Resolution 2025-SR-01 with the modification to the conditions to increase the penalty to five times the application fee, was approved 4-0.

Chair Sayasane read the appeal procedure.

ITEMS INITIATED BY STAFF

Principal Planner Ayres introduced Planning Intern Daniel Garepis-Holland to the Commission; discussed calendar event invitations for Commission meetings; announced that the ADU ordinance is scheduled for the City Council meeting of September 4, 2025.

ITEMS INITIATED BY THE COMMISSION

Commissioner Gooding asked to reconsider the Planning Commission meeting starting time for a more convenient time for the Commissioners.

ADJOURNMENT

- B. Chairperson Sayasane adjourned to the next regular meeting of September 11, 2025 at approximately 8:08 p.m.

Attest:

Julia Ayres, Principal Planner

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.