

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of July 10, 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 Senior Planner Johnson

ADOPTION OF AGENDA

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

CONSENT CALENDAR

There were none.

ORAL COMMUNICATIONS

There were none.

WRITTEN COMMUNICATIONS

One item received from Michele Salmon regarding Item C.

OLD BUSINESS

There were none.

NEW BUSINESS

- A. **PUBLIC HEARING: 2000 Sierra Point Parkway; Sign Review 2025-SR-02 and Variance 2025-V-01;** SP-CRO District; Sign Review and Variance to allow a new building-mounted, internally-illuminated sign that exceeds the maximum dimensions and sign area standards of the Sierra Point Building-Mounted Signage Standards; and finding that this project is categorically exempt from environmental review under CEQA Guidelines Section 15311; David Ford, applicant; HCP Life Science REIT Inc., owner.

Principal Planner Ayres presented the agenda report to the Commission and answered questions from the Commission on how the size of the design was determined which was initially submitted as a building permit.

Chair Sayasane opened the public hearing.

Applicant, David Ford, offered to answer questions from the Commission via phone. There were none.

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.

With no further discussion, a motion made by Commissioner Gooding and seconded by Commissioner Funke to approve the application via adoption of Resolution 2025-SR-02/2025-V-01 was approved 4-0.

Chair Sayasane read the appeal procedure.

- B. General Plan Conformity 2025-GPC-1;** Brisbane Acres Residential Subarea; General Plan conformity review of the City of Brisbane's proposed acquisition of five certain real properties within the Brisbane Acres totaling approximately 4.76 acres; and finding that this project is categorically exempt from environment review under CEQA Guidelines Section 15313.

Senior Planner Johnson presented the agenda report to the Commission and answered questions on how the parcels would be acquired by the City. He noted that the matter of these land acquisitions is scheduled to be heard by City Council on July 24th and the intent is that four of the parcels would be purchased and one would be donated. Also, consistent with the General Plan, the City has been actively pursuing acquisition of parcels in the Brisbane Acres for open space since the 1990s.

Chair Sayasane allowed time for public comment, but there was no one wishing to address the Commission.

With no further questions or discussion, a motion made by Commissioner Gooding and seconded by Commissioner Lau to approve the application via adoption of Resolution 2025-GPC-1 was approved 4-0.

ITEMS INITIATED BY STAFF

There were none.

ITEMS INITIATED BY THE COMMISSION

C. Minor modifications of single-family Homes at the Northeast Ridge

Senior Planner Johnson presented the agenda report and answered the Commission's questions. He outlined the minor modification applicability provisions and condition of approval allowing for minor modifications at the Northeast Ridge. He also indicated that the four approved minor modifications had previous approval from the HOA and that the municipal code allows for 20% reduction of yard area as a threshold for minor modifications and the applications were for only approximately 2% reduction.

The Commissioner discussed the item and Chair Sayasane allowed time for public comment. There were none. She also noted written correspondence that was received from resident Michele Salmon on the item.

D. Brisbane Municipal Code Violations and Code Enforcement

Director Swiecki presented the agenda report to the Commission via Zoom and answered questions about the code enforcement process and related penalties and how they are implemented.

Chair Sayasane allowed time for public comment. There were none.

ADJOURNMENT

- E. Chairperson Sayasane declared from suggestion from staff that the meeting of July 24, 2025, as canceled and adjourned to the next regular meeting of August 14, 2025 at approximately 8:40 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.