



BRISBANE CITY COUNCIL

ACTION MINUTES

**CITY COUNCIL MEETING AGENDA
THURSDAY, OCTOBER 2, 2025**

HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005

6:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor Lentz called the meeting to order at 6:31 P.M. and led the Pledge of Allegiance.

ROLL CALL

**A. Consider any request of a City Councilmember to attend the meeting remotely under the
“Emergency Circumstances” of AB 2449**

No requests were made under Roll Call Item A.

Councilmembers Present: Councilmembers Davis, Kern, Mackin, O’Connell and Mayor Lentz

Councilmembers Absent: None

Staff Present: City Manager Dennis, Assistant City Manager Fernandez, City Clerk Padilla, City Attorney McMorro, Finance Director Yuen, City Engineer Breault, Community Development Director Swiecki, Deputy Public Works Director Flanagan, Assistant to the City Manager Cheung, Parks and Recreation Director Leek, Police Chief Macias, Police Commander Garcia, Police Sergeant Perez, Police Corporal Malone, Police Corporal Miller, Management Analyst Brown and Admin Management Analyst Ibarra

ADOPTION OF AGENDA

Staff made a request to move up New Business Item K- IDEA workplan item ahead of the Old Business Items. Councilmember O’Connell made a motion, seconded by Councilmember Kern, to adopt the agenda as amended. The motion passed unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O’Connell and Mayor Lentz

Noes: None

Absent: None

Abstain: None

AWARDS AND PRESENTATIONS

B. Brisbane Village Helping Hands Presentation

Nancy Colman and Karen Latham of the Brisbane Village Helping Hands Board thanked the Council for their support and provided the finance and impact report of their organization. Brisbane Village Helping Hands provided 1300 services to their members with 60 volunteers. Councilmembers thanked them for their excellent work.

C. Proclaiming October 5-11, 2025 as Fire Prevention Week

Mayor Lentz proclaimed October 5-11, 2025, as Fire Prevention Week throughout this city, and urged all the people of Brisbane to be aware of their surroundings, look for available ways out in the event of a fire or other emergency, respond when the smoke alarm sounds by exiting the building immediately, and to support the many public safety activities and efforts of North County Fire Authority and emergency services during Fire Prevention Week 2025.

North County Fire Safety Inspector Higgins accepted the proclamation and invited the public to attend upcoming North County Fire events.

D. Recognizing Randy Breault for Over 24 Years of Service in the City of Brisbane

Mayor Lentz and the Council commended and honored Randy Breault for his decades of dedicated service as Brisbane's City Engineer, congratulated him on his well-earned retirement, and wished him continued success, health, and happiness in all future endeavors.

After Council appreciations for Mr. Breault's service and expertise, City Engineer Breault thanked staff and council for their support and encouraged everyone to choose to be happy.

ORAL COMMUNICATIONS NO. 1

No member of the public wished to speak.

CONSENT CALENDAR

E. Approve Minutes of City Council Meeting of September 18, 2025

F. Approve Minutes of City Council Closed Session Meeting of September 18, 2025

G. Accept Investment Report as of August 2025

H. Receive Summer 2025 Parks and Recreation Summer programming highlights

Consent Calendar Item H was pulled for discussion. Councilmember Mackin made a motion, seconded by Councilmember Davis, to approve Consent Calendar Items E-G. The motion passed unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz

Noes: None

Absent: None

Abstain: None

Parks and Recreation Director Leek recapped Parks and Recreation Summer highlights, and the Council thanked them for their successful summer programming. Councilmember O'Connell made a motion, seconded by Councilmember Mackin, to approve Consent Calendar Items H. The motion passed unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz

Noes: None

Absent: None

Abstain: None

NEW BUSINESS

K. Review and Approve IDEA Committee Workplan for 2025-2026

Assistant to the City Manager Cheung, introduced IDEA Committee Member Highsmith to present IDEA Committee's Vision, Mission and Principles Poster. Committee Member Horton presented the 2025-2026 Workplan and Committee Member Dennis shared that the committee is currently recruiting.

The six major tasks for the 2025-2025 Workplan include the following:

1. Improve equity in access through articles in the STAR, so those who may need assistance know of the resources available to them
2. Use digital, print, and in-person channels to inform the community about the IDEA Committee
3. Plan and execute a community short-film festival event Short-Film Festival Event during United Against Hate Week
4. Develop a diversity grant program for community members/organizations to apply for potential funding Diversity Grant Program Guidelines Policy Subcommittee
5. Lead planning for a MLK Jr. Day of Service event and/or discussion at the Library in partnership with their staff around his principles Martin Luther King, Jr. Day of Service Project and/or discussion at the Library
6. Plan or help coordinate an event or workshop for Mental Health Month

After Council questions, Committee Member Zoltowski commented that she would like to thank the volunteers and staff for helping with the drafting of IDEA's Vision, Mission and Principles which will serve as the underpinning for the Committee's work. Councilmember O'Connell made a motion, seconded by Councilmember Davis, to receive and approve the IDEA Committee Workplan for 2025-2026. The motion passed unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz

Noes: None

Absent: None

Abstain: None

OLD BUSINESS

I. Silverspot Lease Follow Up

(Staff recommend that the City Council discuss and provide guidance and direction to staff regarding the process for placing items on City Council agendas.)

City Manager Dennis reported that the Council recommended that the new Silverspot Cooperative Nursery Preschool (Silverspot) lease agreement included the following:

- Provisions for the payment of certain utilities not currently covered by Silverspot

- An increase in the rent from the current \$310 to \$1000
- Reducing the overall length of the lease from 5 years to 2 years
- Other minor changes as needed.

After reviewing the draft lease agreement, Jessica Farkas, President of the Silverspot Board, made a request to move the length of the lease to 3 year and decrease the rent to \$500.

After council questions with staff and Silverspot representatives, no public comment and council discussion, Councilmember O'Connell made a motion, seconded by Councilmember Davis to approve Silverspot Lease Agreement keeping the rent increase to \$1,000 and the length of the lease to 2 years. The motion passed unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz

Noes: None

Absent: None

Abstain: None

J. Consider Adoption of an Ordinance, Amending Brisbane Municipal Code Chapters 15.10, 17.02, 17.12, 17.16, 17.32, 17.34, And 17.43 to Amend Regulations Pertaining to Accessory Dwelling Units and Junior Accessory Dwelling Units

(This item is for a Zoning Text Amendment 2025-RZ-02; Citywide; Zoning Text Amendments to update the City's existing Accessory Dwelling Unit regulations to comply with current State law; and finding that this project is statutorily exempt from environment review under CEQA Guidelines Section 15282(h) because it involves adoption of an ordinance regarding second units in single-family and multifamily residential zones; City of Brisbane, applicant.)

Community Development Director Swiecki reported that Staff independently verified the data by reviewing the schedule of SamTrans Route 292 and the newly consolidated Commute.org BCP shuttle.

Based on the new data, staff has amended the maximum height limit for detached ADUs to match state language (per Government Code, §66321) proposed within the draft ordinance as follows:

- Lots with an existing or proposed single-family dwelling unit:
 - o A height limit of 16 feet;
 - o A height limit of 18 feet if within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor.
- Lots with an existing or proposed multifamily dwelling unit:
 - o A height limit of 16 feet if the multifamily dwelling is single-story;
 - o A height limit of 18 feet if the multifamily dwelling is multistory;
 - o A height limit of 18 feet if within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor regardless the number of stories.

No other alterations have been made to the draft ordinance introduced September 4, 2025.

After council questions, Michele Salmon thanked Community Development Director Swiecki and staff for doing their homework.

Councilmember Davis thanked Councilmember O'Connell for her tenacity and putting the brakes on this item in order for staff to do their research.

Councilmember Mackin made a motion, seconded by Councilmember Davis to adopt an Ordinance, amending Brisbane Municipal Code Chapters 15.10, 17.02, 17.12, 17.16, 17.32, 17.34, And 17.43 to amend regulations pertaining to Accessory Dwelling Units and Junior Accessory Dwelling Units. The motion passed unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz

Noes: None

Absent: None

Abstain: None

NEW BUSINESS

L. Discuss Real Estate Signs

(Staff recommend that the City Council discuss whether the current sign ordinance is sufficient to manage real estate signage placement during showings.)

City Manager Dennis reported that per the request of Councilmember Davis, staff recommend that the City Council discuss whether the current sign ordinance is sufficient to manage real estate signage placement during showings.

After council questions, no public comment, and council discussion, staff were directed to return to a future City Council meeting with amendments to the sign ordinance managing real estate signage placements during showings which will include a specific timeframe and enforcement details keeping in mind that the resource allocation for departments are limited.

M. Discuss Agenda Setting Process

(Staff recommend that the City Council discuss and provide guidance and direction to staff regarding the process for placing items on City Council agendas.)

City Manager Dennis reported that staff recommend that the City Council discuss and provide guidance and direction to staff regarding the process for placing items on City Council agendas. After council questions, no public comment and council discussion, staff was directed that Council can make a request for agenda items during a Council Meeting under Mayor and Council Matters and one other councilmember must be in agreement. City Manager Dennis added that he is committing to scheduling these requests within 3-6 months.

STAFF REPORTS

N. City Manager's Report- City Updates and Upcoming Activities

City Manager Dennis reported on the City's upcoming activities.

City Clerk Padilla reported on the upcoming Volunteer Pathways 101 event on October 18, from 10am-12pm.

MAYOR/COUNCIL MATTERS

O. Council Meeting Schedule

After council question and discussion, the following changes were made to the Council Meeting Schedule:

- On November 20, 2025--Councilmember O'Connell is teleconferencing in and is proposing to

change the meeting time to 7:30pm.

- On December 18, 2025 Proposed Cancellation to be replaced by December 11, 2025 Proposed Special Meeting for Reorganization
- On January 1, 2026 due to the Holiday there is a proposed Cancellation. The first meeting of that year will be the January 15, 2026 City Council Meeting.
- On July 2, 2026 due to its proximity to the July 4th holiday, there is proposed Cancellation.

P. Countywide Assignments and Subcommittee Reports

i. Report Out on Subcommittee Meetings

ii. Upcoming Subcommittee Meetings

After councilmembers' report out on subcommittee meetings and county assignments, Councilmember Mackin made a request to agendaize for a future meeting forming a Parkside II Ad Hoc Subcommittee to plan Central Brisbane's entrance to town. Mayor Lentz agreed with the request.

Q. Written Communications

Written communication was received by the Council from the following members of the public:

- Cunningham (09-22-25) Swimming Pool Downtime
- Bradley (09-22-25) Transparency in Supplemental Materials
- Citizens For a Safe Brisbane (10-1-25) Test Camera Program

ORAL COMMUNICATIONS NO. 2

No member of the public wished to make public comment.

ADJOURNMENT

Mayor Lentz adjourned the meeting at 9:14 P.M. in memory of beloved community member and former staff Joe Riedell Sr.

Ingrid Padilla
City Clerk