

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of November 13, 2025
Hybrid Meeting

CALL TO ORDER

Vice-Chairperson Gooding called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Commissioners Funke, Gooding, and Lau

Absent: Commissioners Patel and Sayasane

Staff Present: Director Swiecki, Principal Planner Ayres, and Senior Planner Johnson

ADOPTION OF AGENDA

A motion was made by Commissioner Funke and seconded by Commissioner Lau to adopt the agenda. Motion approved 3-0.

CONSENT CALENDAR

- A. Approval of draft meeting minutes of October 23, 2025

A motion was not made by the Commission.

ORAL COMMUNICATIONS

There were none.

WRITTEN COMMUNICATIONS

There were none.

OLD BUSINESS

There were none.

NEW BUSINESS

There were none.

WORKSHOP

- B. Brisbane Acres Density Transfer Provisions, potential amendment per Housing Element Program 2.G.1

Senior Planner Johnson gave the staff report for the workshop on the Brisbane Acres Density Transfer ordinance. He stated that the objective of the workshop is to consider whether a potential amendment to the density bonus provisions in the zoning ordinance was warranted, to broaden the program and encourage more housing development while also expanding the City's open space lands. Senior Planner Johnson answered questions from the Commission and outlined the criteria for properties to be eligible for density transfer and broadly, some potential changes to the ordinance. The Commission indicated that they were open to considering amendment to the density bonus regulations, but, as part of a follow-up workshop, would like to see examples of built sites and their densities.

C. Zoning Penalty Fee

Principal Planner Ayres gave the staff report. After discussion, the Commission directed staff to pursue Municipal Code amendments to address the Zoning Penalty Fee's basis.

ITEMS INITIATED BY STAFF

Director Swiecki announced that this meeting would be his last meeting as he will retire at the end of the year and Principal Ayres will act as Interim Community Development Director.

ITEMS INITIATED BY THE COMMISSION

There were none.

ADJOURNMENT

- D. Vice-Chairperson Gooding declared as suggestion from staff that the meetings of November 27, 2025, December 11, 2025, and December 25, 2025, as canceled and adjourned to the next regular meeting of January 9, 2026 at approximately 8:30 p.m.

Attest:

Julia Ayres, Acting 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 <http://www.brisbaneca.org/meetings>, or on DVD (by request only) at City Hall.