



# CITY of BRISBANE

## Planning Commission Meeting Agenda

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Thursday, September 24, 2020 at 7:30 PM • Virtual Meeting

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**This virtual meeting is compliant with the Governor's Executive Order N-29-20 issued on March 17, 2020 allowing for deviation of teleconference rules required by the Brown Act. Consistent with the Order, this virtual meeting provides a safe environment for staff, Planning Commissioners, and the public while allowing for public participation. The public may address the Commission using exclusively remote public comment options which are detailed below.**

The Planning Commission Meeting will be an exclusively virtual meeting broadcast on Comcast Channel 27 and the City's YouTube channel at [www.youtube.com/Brisbaneca](http://www.youtube.com/Brisbaneca). The agenda materials may be viewed online at [www.brisbaneca.org/meetings](http://www.brisbaneca.org/meetings).

### **TO ADDRESS THE COMMISSION:**

Members of the public are encouraged to submit comments in writing in advance of the meeting to the project planner (see the posted public notice at <https://www.brisbaneca.org/cd/page/public-notices> for planner contact information, or for items that are not public hearings, refer to the staff report for planner contact information). Comments that can't be provided in advance of the meeting may be emailed or texted prior to the start of the particular agenda item to the below email and text line:

**Email:** [jswiecki@brisbaneca.org](mailto:jswiecki@brisbaneca.org)

**Text:** 415-713-9266

A call-in number is also available during the meeting for oral communications and public hearing items:

**Phone Number:** +1 (669) 900-9128

**Meeting ID:** 956 4561 7043

After entering the meeting ID and pressing #, simply press # a second time to enter the meeting waiting room. No participant code is required. Please wait to call until the Chairperson and/or staff announces that the phone line is open. When you are let into the meeting, press \*6 on your phone to unmute yourself before addressing the Commission. To avoid audio feedback, please lower the volume of the meeting broadcast on your TV or computer.

### **SPECIAL ASSISTANCE**

If you need special assistance to participate in this meeting, please contact the Community Development Department at (415) 508-2120 in advance of the meeting. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**Commissioners: Gomez, Gooding, Mackin, Patel, and Sayasane**

**CALL TO ORDER**

**ROLL CALL**

**ADOPTION OF AGENDA**

**CONSENT CALENDAR**

*Please Note: Items listed here as Consent Calendar Items are considered routine and will be acted upon collectively by one motion adopting the Planning Department's recommendation unless a member of the public, the Commission, or its staff asks to remove an item to discuss it. Prior to the motion, the Chairperson will ask if anyone wishes to remove an item from the Consent Calendar.*

- A. Approval of draft Regular Meeting minutes of July 9, 2020
- B. Approval of draft Regular Meeting minutes of August 27, 2020

**ORAL COMMUNICATIONS** (Limited to a total of 15 minutes)

**WRITTEN COMMUNICATIONS**

**NEW BUSINESS**

- C. **PUBLIC HEARING: 18 Visitacion Avenue; Design Permit DP-3-20 and Use Permit UP-5-20;** NCRO-2 Neighborhood Commercial District - Downtown Brisbane; Design Permit and Use Permit for a new 5,794 sq ft, three-story mixed-use building with two dwelling units, and a 400 sq ft ground floor commercial storefront; Xie Guan, applicant; Portia Kok Hung Li, Kwok Sheung Li, and Jackie Kai Hang Lo, owners.

**ITEMS INITIATED BY STAFF**

- D. Discussion of Commission Training Needs

**ITEMS INITIATED BY THE COMMISSION**

**ADJOURNMENT**

- E. Adjournment to the regular meeting of October 8, 2020 at 7:30pm.

**APPEALS PROCESS**

*Anyone may appeal the action of the Planning Commission to the City Council. Except where specified otherwise, appeals shall be filed with the City Clerk not later than 15 calendar days following the Planning Commission's decision. Exceptions to the 15 day filing period include the following: appeals shall be filed with the City Clerk within 6 calendar days of the Planning Commission's action for use permits and variances and 10 calendar days for tentative maps and advertising sign applications. An application form and fee is required to make a formal appeal. For additional information, please contact the City Clerk at 415-508-2110.*

## **INTERNET & OTHER ACCESS**

*Agendas and adopted minutes for meetings of the Planning Commission are posted on the Internet at: [www.brisbaneca.org/meetings](http://www.brisbaneca.org/meetings). Meetings are broadcast live on Comcast Channel 27 and by streaming video on the City's YouTube channel ([www.youtube.com/Brisbaneca](http://www.youtube.com/Brisbaneca)). Meeting video archives are available on the City's YouTube channel. Rebroadcasts on Channel 27 are during weeks following the meetings, on Fridays at 5 pm and Sundays at 1 pm. For a DVD copy, please contact the Community Development Department.*

## **NOTICE OF DISCLOSURE**

*Written information or comments that may include a person's name, address, email address, etc. submitted to the City, Planning Commission, and/or City staff are public records under the California Public Records Act, are subject to disclosure and may appear on the City's website.*