



# CITY of BRISBANE

## Special Planning Commission Meeting Agenda

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Thursday, December 16, 2021 at 7:30 PM • Virtual Meeting

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**This virtual meeting is compliant with the Ralph M. Brown act as amended by California Assembly Bill No. 361 effective September 16, 2021 providing for a public health emergency exception to the standard teleconference rules required by the Brown Act. The purpose of this is to provide 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 Commission may take action on any item listed in the agenda.*

The Planning Commission Meeting will be an exclusively virtual meeting. Members of the public may view the meeting by logging into the Zoom webinar listed below or 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).

**Join Zoom Webinar:** [www.brisbaneca.org/webinar-pc](http://www.brisbaneca.org/webinar-pc)

**Meeting ID:** 970 0458 3387

**Passcode:** 215153

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

Members of the public are encouraged to submit written comments before the meeting to the project planner. See posted public notices at [www.brisbaneca.org/cd/page/public-notice](http://www.brisbaneca.org/cd/page/public-notice) for planner contact information. For items that are not public hearings, refer to the staff report for planner contact information. Members of the public who join the live Zoom webinar may address the Commission in the meeting when called upon by the Chairperson. Please use the "Chat" box in Zoom to alert staff that you want to address the Commission.

Members of the public watching the meeting on YouTube or Channel 27 may email or text comments **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 for those watching the meeting on YouTube or Channel 27 for oral communications and public hearing items:

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

**Meeting ID:** 970 0458 3387.

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 feedback, please turn off the volume of the meeting broadcast on your TV or computer. You will still be able to hear the Commissioners through your phone.

### **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: Funke, Gomez, Gooding, 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 meeting minutes of November 16, 2021

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

### **WRITTEN COMMUNICATIONS**

### **OLD BUSINESS**

None

### **NEW BUSINESS**

- B. **PUBLIC HEARING: 34 Visitacion Avenue; Design Permit Modification 2021-DP-3; NCRO-2 Neighborhood Commercial Downtown Brisbane;** Design Permit to modify the exterior façade by installing faux wood, metal siding, a new illuminated address sign, new exterior lighting, and new windows and paint; Ben Hart, applicant; Maya LLC (Assaf Benjamin), owner.

### **WORKSHOP**

- C. **2023-2031 Housing Element Update: Demographics, Housing Needs and the Balancing Act Tool;** This workshop will include a presentation and engagement with the City's affordable housing strategic plan consultant, ECONorthwest, to discuss demographic

trends and Brisbane's need for affordable housing, as well as a demonstration of the Balancing Act online engagement tool, designed to obtain community input on potential housing sites and densities for the Housing Element update.

#### **ITEMS INITIATED BY STAFF**

#### **ITEMS INITIATED BY THE COMMISSION**

#### **ADJOURNMENT**

D. Adjournment to the regular meeting of January 13, 2022

#### **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. 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.*

#### **WRITINGS THAT ARE RECEIVED AFTER THE AGENDA HAS BEEN POSTED**

*Any written communication that is received after the agenda has been posted but before 4 p.m. of the day of the meeting will be available for public inspection at the front lobby in City Hall and online at [www.brisbaneca.org/meetings](http://www.brisbaneca.org/meetings). Any writings that are received after the agenda has been posted but after 4 p.m. of the day of the meeting will be available on the internet at the start of the meeting ([www.brisbaneca.org/meetings](http://www.brisbaneca.org/meetings)), at which time the materials will be distributed to the Planning Commission.*

#### **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.*