

BRISBANE PLANNING COMMISSION  
Action Minutes of July 28, 2022  
Virtual Regular Meeting

CALL TO ORDER

Chairperson Patel called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Commissioners Funke, Gooding, Patel, and Sayasane

Absent: Commissioner Lau

Staff Present: Director Swiecki, Senior Planner Johnson, Senior Planner Ayres, and Associate Planner Robbins

ADOPTION OF AGENDA

A motion by Commissioner Funke, seconded by Commissioner Gooding to adopt the agenda. Motion approved 4-0.

CONSENT CALENDAR

A motion by Commissioner Gooding, seconded by Commissioner Funke to adopt the consent calendar (agenda item B). Motion approved 4-0.

ORAL COMMUNICATIONS

There were no oral communications.

WRITTEN COMMUNICATIONS

Chairperson Patel acknowledged [staff's memo](#) (agenda item A) pertaining to adoption of the City's updated Grading Ordinance 579.

WORKSHOP

- C. **2023-2031 Housing Element Update:** Preview of goals, policies, and programs of the draft 2023-2031 Housing Element

Senior Planner Ayres introduced facilitators Debbie Schechter and Seini Mateialona who led a discussion on a selection of new or modified housing policies and programs that addressed reducing minimum lot sizes, encouraging development of accessory dwelling units, transferring development rights, increasing participation in Housing Choice Vouchers, rent control, low-income household assistance, and reducing parking requirements (see attached workshop summary).

ITEMS INITIATED BY STAFF

Director Swiecki informed the Commission that a [Scoping Meeting](#) for the Guadalupe Quarry General Plan and Zoning Amendment Project was held on June 30, 2022 and the City Council continued the appeal of the Google Bus interim use permit revocation to their next meeting in September 2022.

#### ITEMS INITIATED BY THE COMMISSION

There were none.

#### ADJOURNMENT

Chairperson Patel declared the meeting adjourned to the next regular meeting of August 11, 2022 at approximately 9:05 p.m.

Attest:

A handwritten signature in black ink that reads "John Swiecki". The signature is written in a cursive style with a horizontal line underneath it.

John A. Swiecki, 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](http://www.youtube.com/BrisbaneCA), on the City's website at <http://www.brisbaneca.org/meetings>, or on DVD (by request only) at City Hall.

**Brisbane Planning Commission Workshop on  
2023-2031 Housing Element Preliminary Draft Policies and Programs  
July 28, 2022  
Workshop Summary**

**Background**

On July 28, 2022, the City of Brisbane Planning Commission hosted a virtual workshop on its 2023-2031 Housing Element Preliminary Draft Policies and Programs. The purpose of the workshop was to introduce and gather initial feedback on draft housing policies and programs for inclusion in the City's Housing Element. In addition to Planning Commissioners, three members of the public attended the workshop.

Senior Planner Kenneth Johnson provided background on the Housing Element, which is a state-mandated chapter of the City's general plan that serves as a blueprint for meeting Brisbane's housing goals for the future. It is required to be updated every eight years. The Housing Element evaluates existing and project community housing needs using demographic data and development projects, including the Regional Housing Needs Assessment, which is the number of housing units that is required to be built in Brisbane during the eight-year period. The objective of the Housing Element is to streamline and increase the effectiveness of the Housing Plan. The goals, programs and policies are at the heart of the Housing Element.

**Draft Housing Element Programs and Policies and Input Received**

Senior Planner Julia Ayres presented seven proposed new or modified housing policies and programs included in the draft Housing Element and solicited input from Planning Commissioners and the public. For each program and policy, Commissioners and the public were asked for their reactions to the proposal and other input. The programs and policies presented and key input received are described below.

***Program 2.A.5: Study zoning districts with reduced minimum lot sizes***

This program involves studying zoning districts where a reduction of minimum lot sizes may be appropriate to encourage development of tiny homes, row houses, bungalows, or other similar developments. Commissioners were generally in favor of this proposal and the increased density that it would provide. There was support for using land efficiently to create housing. Concerns were expressed about how this proposal might impact parking issues and Commissioners expressed a desire to discuss this in more detail. It was noted that this approach should be considered in appropriate areas of the city, such as lower down the hill, and that neighborhood character should be a consideration.

***Program 2.D.2: Encourage the development of ADUs***

This program would explore a loan program for construction of ADUs and junior ADUs. Commissioners supported this idea, noting that the City should do whatever it can to encourage construction of more ADUs, including reducing fees where possible. Parking associated with ADUs was a concern. A member of the public supported this policy, as well as the City's previous efforts to encourage construction of ADUs.

***Program 2.G.1: Study potential updates to the existing density transfer program to transfer development rights***

This program would study potential updates to the Residential-Brisbane Acres (R-BA) zoning district density transfer program to include additional sites in other districts in the City to preserve parcels in the R-BA zoning district and transfer development rights to parcels with access to infrastructure and lesser habitat value. Commissioners supported this program and noted that it is important to study which areas of the city should be considered. They noted that this program would help to protect open space and the environment. A member of the public expressed concern about the impacts of this program in certain areas but supported the idea of preserving open space. Commissioners agreed that a study of this approach is needed to understand the impacts of the program and avoid negative impacts.

***Policy 3.B and Program 3.B.1: Increase participation in Housing Choice Voucher and other rental assistance programs***

These programs involve developing and implementing an education/outreach campaign to provide information to landlords and property managers about Housing Choice Vouchers and other rental assistance programs. Commissioners supported these programs, noting that it is important to increase awareness and share examples of positive experiences. Senior Planner Ayres committed to look into whether the vouchers can be used for home ownership as well as rents.

***Program 4.A.3: Study Rent Control provisions***

This program would study rent control provisions consistent with the Costa-Hawkins Act and state law. Commissioners generally favored studying rent control.

***Program 6.A.3: Develop programs to reduce utility costs by increasing energy and water efficiency***

This program would provide energy and water conserving devices and appliances, training and counseling to very-low, low, and moderate income households to reduce utility costs. Commissioners and a member of the public supported this program.

***Program 6.A.5: Study reducing parking requirements for residential developments and promoting alternative modes of transportation***

This program would study potential updates to the zoning ordinance to reduce parking requirements for residential development that provide or promote alternative modes of transportation such as transit and rideshare. Commissioners agreed that this program should be studied. They noted that parking and transit are intertwined because of the lack of good transit in Brisbane; this is an issue that the City needs to address.

**Next Steps**

Next steps are to release the draft Housing Element in early August, which will begin the public comment period. Future workshops will be held in August. A survey will be released in September and City Council hearings will be held in October. The Housing Element will be submitted to the California Department of Housing and Community Development and must be certified and adopted by January 31, 2023.