



# CITY of BRISBANE

## Planning Commission Meeting Agenda

---

Thursday, February 25, 2021 at 7:30 PM • Virtual Meeting

---

**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 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 <https://www.brisbaneca.org/cd/page/public-notices> 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 February 11, 2021](#)

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

### **WRITTEN COMMUNICATIONS**

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

### **ITEMS INITIATED BY STAFF**

- B. [Overview of Plan Bay Area 2050 and Regional Housing Needs Allocation \(RHNA\)](#)

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

### **SELECTION OF PLANNING COMMISSION OFFICERS**

### **ADJOURNMENT**

- C. Adjournment to the regular meeting of March 11, 2021

### **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.*

#### **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.*

**File Attachments for Item:**

A. Approval of draft meeting minutes of February 11, 2021

DRAFT  
BRISBANE PLANNING COMMISSION  
Action Minutes of February 11, 2021  
Virtual Regular Meeting

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Funke, Gooding, Gomez, Patel, and Sayasane.

Absent: None

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

ADOPTION OF AGENDA

Commissioner Gooding moved to adopt the agenda. Commissioner Gomez seconded the motion and it was approved 5-0.

CONSENT CALENDAR

Commissioner Funke moved to adopt the consent calendar (agenda item A). Commissioner Gooding seconded the motion and it was approved 5-0.

ORAL COMMUNICATIONS

There were no oral communications.

Chairperson Sayasane introduced and welcomed Roel Funke as the newest member of the Planning Commission. Commissioner Funke introduced himself to the Commission.

WRITTEN COMMUNICATIONS

There were no written communications.

STUDY SESSION

Senior Planner Ayres and Aaron Akin, project consultant, gave a presentation on the SB2 Planning Grant Implementation Program, focusing on the development of objective design and development standards (ODDS) for new residential development and the timeline of the ODDS work program.

The Commissioners discussed the work program implementation and planned virtual public outreach and involvement.

#### ITEMS INITIATED BY STAFF

Director Swiecki stated that all reappointed and new Planning Commissioners will be sworn in at the next City Council Meeting. He reported that the Council's 2021 work plan will include review of zoning amendments reviewed by the Commission in 2020.

#### ITEMS INITIATED BY THE COMMISSION

Commissioner Gomez asked staff about the process in which the Commission is informed of City Council actions on applications first reviewed by the Planning Commission. Director Swiecki noted that Commissioners are given verbal summaries of Council actions related to items reviewed by the Commission via the Items Initiated by Staff agenda item, and stated that written summaries can also be provided.

#### ADJOURNMENT

Commissioner Gooding moved to adjourn to the regular meeting of Thursday, February 25, 2021. Commissioner Gomez seconded the motion and it was approved 5-0. The meeting adjourned at 8:15 p.m.

Attest:

---

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.

**File Attachments for Item:**

B. Overview of Plan Bay Area 2050 and Regional Housing Needs Allocation (RHNA)



# MEMORANDUM

DATE: February 25, 2021  
TO: Planning Commission  
FROM: John Swiecki, Community Development Director  
SUBJECT: **Overview- Plan Bay Area 2050 and Regional Housing Needs Allocation (RHNA)**

---

The purpose of this agenda item is to provide the Commission with an overview of Plan Bay Area 2050 (PBA 2050) and the Regional Housing Needs Allocation (RHNA). Both of these are state-mandated, and implemented at the regional level by the Association of Bay Area Governments (ABAG) and Metropolitan Transportation Commission (MTC). These regional efforts have very direct and real consequences for all local jurisdictions (including Brisbane) when it comes to planning for housing. Summary materials are attached for the Commission's reference. Staff will provide additional information at the February 25 meeting.

## Attachments:

- A. [PBA 2050 Strategies](#) (hyperlink)
- B. [PBA 2050 Growth Pattern](#) (hyperlink)
- C. [Draft RHNA Methodology Report](#) (hyperlink)