



CITY of BRISBANE

Planning Commission Meeting Agenda

Thursday, June 12, 2025 at 7:30 PM • Hybrid Meeting
• Brisbane City Hall 50 Park Place, Brisbane CA

The public may observe/participate in Planning Commission meetings using remote public comment options or attending in person. Planning Commissioners shall attend in person unless remote participation is permitted by law. The Commission may take action on any item listed on the agenda.

TO ADDRESS THE COMMISSION

In Person:

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Masks are no longer required but are highly recommended in accordance with California Department of Health Guidelines. To maintain public health and safety, please do not attend in person if you are experiencing symptoms associated with COVID-19 or respiratory illness.

To address the Planning Commission on any item on or not on the posted agenda, fill out a Request of Speak Form located in the Community Meeting Room Lobby and submit it to the City staff.

Remote Participation:

Members of the public may observe/participate in the meeting by logging into the Zoom webinar listed below. Planning Commission Meetings may also be viewed live and/or on-demand via the City's YouTube channel at youtube.com/brisbaneca, or on Comcast Channel 27. Archived videos may be replayed on the City's website, brisbaneca.org/meetings. Please be advised that if there are technological difficulties, the meeting will nevertheless continue.

The agenda materials may be viewed online at brisbaneca.org/meetings at least 24 hours prior to Special Meetings, and at least 72 hours prior to a Regular Meeting.

Remote Public Comments:

Meeting participants are encouraged to submit public comments in writing in advance of the meeting to jswiecki@brisbaneca.org. Remote meeting participants may address the Planning Commission via Zoom Webinar using the link or the call in number listed below. Note, the above email will not be monitored during the meeting and emails received during the meeting will not be responded to or brought to the attention of the Planning Commission during the meeting.

Zoom Webinar: (please use the latest version: zoom.us/download)
brisbaneca.org/pc-zoom

Webinar ID: 970 0458 3387

Call In Number: +1 (669) 900-9128

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.

WRITINGS THAT ARE RECEIVED AFTER THE AGENDA HAS BEEN POSTED

All written communications are provided to the Planning Commission. 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 brisbaneca.org/meetings. Any writings that are received after 4 p.m. of the day of the meeting will be distributed to the Planning Commission and made available for public inspection at the front lobby and on the internet the day after the meeting (brisbaneca.org/meetings).

Commissioners: Funke, Gooding, Lau, Patel, and Sayasane

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

NEW BUSINESS

- A. [**PUBLIC MEETING: Public Comment on the Brisbane Baylands Specific Plan Draft Environmental Impact Report; Specific Plan 2021-SP-01 & Environmental Review 2021-ER-01; Public meeting to receive public comment on the Draft Environmental Impact Report for the Brisbane Baylands Specific Plan Project. The Project consists of: 2,200 dwelling units, 6.5 million square feet of commercial office development, and an additional 500,000 square feet of hotel use; establishing Cal Water as the water service agency; and construction of associated on-site and off-site infrastructure, including but not limited to, reconfiguration of Bayshore Boulevard, relocation of Brisbane Fire Station No. 81, and construction of a middle school. Sunquest Properties Inc., and Baylands Development Inc., applicant and owner.**](#)

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.

- B. [**Approval of draft meeting minutes of May 8, 2025**](#)

ORAL COMMUNICATIONS (Limited to a total of 15 minutes)

WRITTEN COMMUNICATIONS

OLD BUSINESS

ITEMS INITIATED BY STAFF

ITEMS INITIATED BY THE COMMISSION

ADJOURNMENT

- C. Adjournment to the regular meeting of July 10, 2025.

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 are required to make a formal appeal. For additional information, please contact the City Clerk at 415-508-2110.

File Attachments for Item:

A. PUBLIC MEETING: Public Comment on the Brisbane Baylands Specific Plan Draft Environmental Impact Report; Specific Plan 2021-SP-01 & Environmental Review 2021-ER-01;

Public meeting to receive public comment on the Draft Environmental Impact Report for the Brisbane Baylands Specific Plan Project. The Project consists of: 2,200 dwelling units, 6.5 million square feet of commercial office development, and an additional 500,000 square feet of hotel use; establishing Cal Water as the water service agency; and construction of associated on-site and off-site infrastructure, including but not limited to, reconfiguration of Bayshore Boulevard, relocation of Brisbane Fire Station No. 81, and construction of a middle school. Sunquest Properties Inc., and Baylands Development Inc., applicant and owner.



PLANNING COMMISSION AGENDA REPORT

Meeting Date: June 12, 2025

From: John Swiecki, Community Development Director

Subject: Specific Plan 2021-SP-01 & Environmental Review 2021-ER-01;
Brisbane Baylands Specific Plan Draft Environmental Impact Report
Public Comment Meeting.

Background

The City of Brisbane, as the lead agency under the California Environmental Quality Act (CEQA), published a Draft Environmental Impact Report (Draft EIR) for the Brisbane Baylands Specific Plan Project on April 3, 2025. The Draft EIR identifies the likely environmental impacts associated with the implementation of the proposed project and recommends mitigation measures to reduce potentially significant impacts.

The purpose of this Planning Commission meeting is to provide the public with the opportunity to comment on the Draft EIR. Comments received at this public meeting and any written correspondence received during the public review period (April 3, 2025 - September 2, 2025, at 5 PM) will be included in the Final EIR and the City will prepare responses to any significant environmental issues raised in those comments.

The Planning Commission will eventually be asked to “review and consider” the Final EIR and make recommendations on the content of the Specific Plan and related approvals to the City Council. However, this meeting only requests comments from the public.

While a project description is provided for reference below, the planning application and related approvals are not under consideration at this meeting. The public and the commission will have the opportunity to comment on the planning application at a later public hearing.

As discussed under CEQA Guidelines Section 15204(a) “In reviewing draft EIRs, persons and public agencies should focus on the sufficiency of the document in identifying and analyzing the possible impacts on the environment and ways in which the significant effects of the project might be avoided or mitigated. Comments are most helpful when they suggest additional specific alternatives or mitigation measures that would provide better ways to avoid or mitigate the significant environmental effects. At the same time, reviewers should be aware that the adequacy of an EIR is determined in terms of what is reasonably feasible, in light of factors such as the magnitude of the project at issue, the severity of its likely environmental impacts, and the geographic scope of the project. CEQA does not require a lead agency to conduct every test or perform all research, study, and experimentation recommended or demanded by commentors.”

Project Description

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The applicant, Sunquest Properties Inc. (“Sunquest”) and its development manager, Baylands Development Inc. (“BDI”), collectively referred to as the “applicant,” are proposing a Specific Plan for development of 2,200 dwelling units, 6.5 million square feet of commercial office development, an additional 500,000 square feet of hotel use, and a middle school; resource conservation and outdoor recreational areas; and construction of associated on-site and off-site infrastructure. Requested City approvals include

- Amendments to the General Plan Land Use and Circulation Elements
- Adoption of a Baylands Specific Plan, including:
 - Change of Zone from Commercial Mixed-Use (C-1), Marsh Lagoon Bayfront (MLB), Manufacturing (M-1) to Baylands Specific Plan; and
 - Amendments to Title 17, Zoning, of the Brisbane Municipal Code to establish the land use regulations and development standards set forth in the Baylands Specific Plan as the regulatory authority governing development within the Baylands Specific Plan area.
- Approval of a Development Agreement

There are other actions not included within the Specific Plan but are related to Specific Plan implementation. These related actions are identified in the EIR project description and analyzed in the Draft EIR. These actions include:

- Establishing the California Water Service Company (Cal Water) as the water service agency for the Baylands, Sierra Point, and Beatty subareas of the City of Brisbane;
- Reconfiguration of Bayshore Boulevard from four lanes (two in each direction) to two lanes (one in each direction), along with turn lanes, a multi-use trail, and bus turnouts.
- Relocation of the existing North County Fire Authority Brisbane Fire Station No. 81, conversion of the existing station for use as a training facility, and establishment of a new station within the Baylands.
- Construction of a Middle School within the Baylands and conversion of the existing Bayshore School to an Elementary School.

The Draft EIR Project Description ([Draft EIR Chapter 3](#)) provides a more detailed description of the proposed project.

CEQA Overview

An informational sheet with frequently asked questions about CEQA is attached to this staff report for reference. In summary, EIR preparation begins with initial project review, circulation of a Notice of Preparation (NOP) and scoping. A NOP for the Project EIR was released to receive written comments and suggestions as to the appropriate scope of analysis in the EIR from all interested parties from February 20, 2020, to March 20, 2020. A scoping meeting was held on March 4, 2020, at 7:00 p.m. A revised NOP for the Project was released for public review from

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April 26, 2023, to May 25, 2023, with a scoping meeting held on May 9, 2023. The NOP was recirculated to account for revisions to the project description, including adding a 250-megawatt (MW) battery storage facility and onsite electrical substation as part of Baylands development and relocation of North County Fire Authority Brisbane Fire Station No. 81.

Summary of Project Impacts

An EIR's analysis of environmental impacts is divided into resource areas, as shown in Table 1 below. The Draft EIR (Attachment B) found significant and unavoidable impacts would result from the proposed project within four resource areas, impacts that are less than significant with mitigation for nine resource areas, and less than significant impacts for seven resource areas.

Table 1: Resource Area Impact Summary

Less-than-Significant or No Impacts	Less-than-Significant Impacts with Mitigation	Significant and Unavoidable Impacts
• Agricultural and Forestry Resources • Energy Resources • Mineral Resources • Population and Housing • Public Services • Recreation • Utilities, Service Systems, and Water Supply	• Aesthetics • Biological Resources • Cultural and Tribal Cultural Resources • Geology, Soils, and Seismicity • Hazards and Hazardous Materials • Hydrology and Water Quality • Land Use • Transportation • Wildland fire	• Air Quality • Greenhouse Gas Emissions • Noise & Vibration • Public Services

These resource areas and mitigation measures are described in more detail in the Draft EIR, and a summary of all impacts and related mitigation measures is presented in the Draft EIR Executive Summary (see pages ES-11 to ES-142).

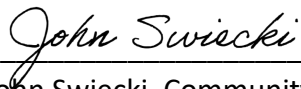
Next Steps

The public review period will be followed by preparation of a Final EIR, responding to comments received during the public Draft EIR review, as well as the preparation of a Mitigation, Monitoring, and Reporting Program (MMRP). The Final and Draft EIR document, along with the required project entitlements, will be reviewed by the Planning Commission and the City Council at additional noticed public hearings in the future prior to any decision on the project.

ATTACHMENTS

2025-RZ-02
6/12/2025 Meeting

- A. [Draft EIR and Appendices](#)
- B. CEQA FAQs



John Swiecki, Community Development Director



CEQA FAQ

City of Brisbane

What is CEQA?

The California Environmental Quality Act (CEQA) is a state law that requires state and local agencies to inform decisions makers and the public about the potential environmental impacts of proposed projects, and to identify ways to avoid or mitigate those impacts, if feasible. If a project has the potential to result in a potentially significant effect on the environment, the public agency must prepare an Environmental Impact Report (EIR).

What CEQA is and what CEQA is not:

- CEQA is a process, not a permit
 - It doesn't prescribe development standards.
 - It doesn't specify regulations that projects must follow (local, state, and federal codes apply and applicable regulations are included in the analysis).
 - It doesn't prescribe study methods.
 - It doesn't recommend whether a project should be approved or denied
- It does require analysis and disclosure of the project's potential impacts, mitigation when feasible, and discussion of those impacts through a public process.
- CEQA places primary responsibility in the hands of the Lead Agency, which is the public agency that has the principal authority for carrying out or approving a project.

What is an EIR?

An EIR is a document that contains in-depth studies of potential environmental impacts of a project, including construction and operation of a project, mitigation measures to reduce or avoid significant impacts, and an analysis of alternatives. The EIR itself does not determine whether a project will be approved; instead, it is an informational and disclosure document taken under consideration during the City's decision-making process.

What are the contents of an EIR?

Generally, an EIR covers the following resource areas:

- | | | | |
|--------------------------|---------------------------------|------------------------|-------------------------------|
| • Aesthetics | • Energy | • Land Use & Planning | • Recreation |
| • Agriculture & Forestry | • Geology & Soils | • Mineral Resources | • Transportation |
| • Air Quality | • Greenhouse Gas Emissions | • Noise | • Tribal Cultural Resources |
| • Biological Resources | • Hazards & Hazardous Materials | • Population & Housing | • Utilities & Service Systems |
| • Cultural Resources | • Hydrology & Water Quality | • Public Services | • Wildfire |

An EIR also includes a project description, describes the environmental setting, identifies significant project and cumulative impacts, growth-inducing impacts, significant irreversible environmental changes, feasible mitigation measures to avoid or lessen any significant environmental impacts, and alternatives to the project.

Who must comply with CEQA, and who is responsible for certifying an EIR?

A public agency must comply with CEQA when it undertakes an activity defined by CEQA as a "project." A project is an activity undertaken by a public agency or a private activity that requires discretionary approval from a public agency and may cause either a direct physical change or a reasonably foreseeable indirect change in the environment. Discretionary approval means that there is an exercise of judgment or deliberation by a governing body, such as the Planning Commission or City Council, in determining whether a project will be approved or a

permit will be issued. Discretionary approvals include Design Permits, Conditional Use Permits, and legislative actions such as Zoning Amendments and General Plan Amendments.

Who prepares the EIR and who pays for it?

An EIR must reflect the independent judgement of the lead agency. The lead agency contracts with a qualified environmental consultant to prepare an EIR. The applicant is responsible for paying for the cost of EIR preparation through a reimbursement agreement with the City.

What are the major steps to the CEQA Process and when can I provide input on a CEQA document?

Public input is a critical component of the CEQA environmental review process. There are many opportunities to participate including via email, mail, or during public meetings. Additionally, when a Draft EIR has been completed, the City must notify the public that the Draft EIR is available for review and comment through the Notice of Availability (NOA). The NOA will include general information about a project; the comment period; the date, time, and location of public meetings; and the location where the Draft EIR and supplemental information is available for review. The public review and comment period is generally 45 days.

Major steps include:

Activity	Purpose	Public Participation Opportunity
1 Notice of Preparation (NOP)	Communicates to the public, agencies, and organizations an EIR is being prepared. Also serves to solicit input on the scope and content of the environmental information to be included in the EIR.	Public Comment. The NOP is typically circulated to nearby property owners, posted on the project website, mailed to responsible agencies, and filed with the County Clerk and the State Clearinghouse. The public may submit comments at any time during the public comment period. Public Meeting. A public meeting is held to solicit scoping comments from the public.
2 Draft EIR	The Draft EIR includes a project description, identification of significant environmental impacts, feasible mitigation measures and alternatives	The Draft EIR includes publication of NOP public comments.
3 Notice of Availability (NOA)	An NOA signals that the Draft EIR is available for public review and comment for no less than 45 days. The NOA also identifies where the Draft EIR may be reviewed and how to submit comments on the Draft EIR.	Public Comment. The NOA is typically circulated to nearby property owners and interested parties, posted on the project website, and filed with the County Clerk and the State Clearinghouse. The public may submit comments at any time during the public comment period. Public Meeting. A public meeting is held to solicit comments from the public on the Draft EIR.
4 Final EIR	A Final EIR includes the Draft EIR, responses to public comments received during the Draft EIR comment period and any additional relevant project information.	The Final EIR includes comments and responses to Draft EIR public comments.
5 Certification	A certification is an official position taken by the City indicating that the EIR has complied with CEQA for the identified project.	Public Hearing. The decision-making body certifies the EIR with a portion of the meeting dedicated to public comment.

How is public input addressed in the Final EIR?

The Final EIR includes the Draft EIR, comments received on significant environmental issues, and responses to such comments. Comments should focus on the sufficiency of the Draft EIR in identifying and analyzing environmental impact, and ways in which the significant environmental effects of the project might be avoided or reduced. The City, as the lead agency for the project, in turn, must evaluate all comments on significant environmental issues received on the Draft EIR and prepare a written response. The written response must address the significant environmental issue raised.

How Does an EIR Influence Decision-making?

The Lead and Responsible Agencies must consider the information in the EIR before taking final action on the project. Feasible mitigation must be incorporated into the approval, reducing the project's environmental impacts. Mitigation becomes conditions of approval or other requirements enforced by the agency. The City Council must explain itself: findings are adopted to describe the disposition of each significant impact and rejected alternatives. A "Statement of Overriding Considerations" is adopted if any impacts are unavoidable.

Where can I learn more about the CEQA Process?

The California Governor's Office of Land Use and Climate Innovation provides additional material and links to learn about CEQA. Please visit <https://lci.ca.gov/ceqa/> for more information.

File Attachments for Item:

B. Approval of draft meeting minutes of May 8, 2025

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of May 8, 2025
Hybrid Meeting

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Funke, Gooding, Patel, and Sayasane
Absent: Commissioner Lau
Staff Present: Senior Planner Johnson and Associate Planner Robbins

ADOPTION OF AGENDA

A motion was made by Commissioner Patel and seconded by Commissioner Gooding to adopt the agenda. Motion approved 4-0.

CONSENT CALENDAR

A. Approval of draft meeting minutes of April 10, 2025

A motion by Commissioner Patel, seconded by Commissioner Gooding, to approve the consent calendar was approved 4-0.

ORAL COMMUNICATIONS

Michele Salmon, Brisbane resident, expressed her concerns about the owners of single-family homes at the Northeast Ridge being allowed to expand their homes to enclose their courtyard areas. She stated that it was not permitted under the CC&Rs and that such modifications create safety hazards by altering the flow of stormwater. She also noted that enclosed fences were not permitted at the Northeast Ridge.

WRITTEN COMMUNICATIONS

There were none.

NEW BUSINESS

- A. **Public Hearing: 60 Industrial Way; Use Permit 2025-UP-01;** M-1 district; Use Permit for automobile repair facility in the approximately 10,200 square foot, northern portion of the single-story building; and finding that this project is categorically exempt from environmental review under CEQA Guidelines Section 15301; Mickey Kelley, applicant; Sierra Hotel Management Corp, owner.

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Senior Planner Johnson presented the agenda report to the Commission.

The Commission asked staff questions regarding the business operating without a business license or a use permit, their current hours of operation and the proposed condition of approval that would allow for expanded hours of operation beyond those indicated as the applicant's hours of operation. Senior Planner Johnson noted that the applicant had indicated that they were not aware of the conditional use permit requirements before occupying the space and approximated that the applicant had been open for business since the first quarter of 2025. Regarding the hours of operation, Senior Planner Johnson noted that the businesses in this district, including existing automobile repair facilities, generally do not have restrictions on hours since there is no night operations permit requirement, as is the case in certain other districts.

The Commission opened the public hearing.

The applicant, Mickey Kelley, answered questions from the Commission regarding his role in the business, why they opened without having City approval, the business hours and whether, in addition to the adjacent taxi business, they plan to repair any additional taxi businesses' vehicles. Mr. Kelley noted that he worked for the business owner and general manager, Muwffaq Mustafa, and that they were not aware of the conditional use permit requirement, that the business currently operates from 7:00 a.m. to 6:00 p.m., and they repair Flywheel taxis and other partner businesses' vehicles.

Resident Michele Salmon expressed her concerns about nighttime noise and vibration particularly in the vicinity of residents in nearby Daly City and stated her opposition the allowing for extended hours of operation. She also expressed concerns about the business' current and future practices since they had not obtained City approval before beginning operations and her concerns about the proposed vehicle painting and potential runoff from accidental spills.

The Commission asked follow-up questions about the spill controls within the facility and what provisions and or enforcement the City can implement for businesses operating without the proper entitlements and whether penalties would be imposed. The Commission expressed concern over the apparent lack of penalties for businesses not obtaining City approval before beginning operations.

Senior Planner Johnson noted that a condition of approval has been recommended that the applicant is to demonstrate compliance with stormwater controls to the satisfaction of the Dept of Public Works. He also noted that penalties are in place for code enforcement, but in a case where an application has been filed and it was then discovered that the business was already operating, the City has typically allowed the application to be decided before taking enforcement action. If the application was denied, the business would need to discontinue the use or face code enforcement actions.

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With no one else wishing to address the Commission, a motion was made by Commissioner Gooding, seconded by Commissioner Patel, to close the public hearing. The motion was approved 4-0.

After discussion, a motion was made by Commissioner Gooding and seconded by Commissioner Funke to approve the application via adoption of Resolution 2025-UP-01, with conditions added to limit the hours of operation to be from 7 a.m. to 6 p.m. and to ensure compliance with environmental regulations. The motion was approved 4-0.

B. Public Hearing: Zoning Text Amendment 2025-RZ-02; Citywide; Zoning Text Amendments to update the City's existing Accessory Dwelling Unit regulations to comply with current State law; and finding that this project is statutorily exempt from environmental review under CEQA Guidelines Section 15282(h) because it involves adoption of an ordinance regarding second units in single-family and multi-family residential zones; City of Brisbane, applicant.

Associate Planner Robbins presented the agenda report to the Commission.

The Commission asked staff about how proximity to public transit stops impact how tall detached ADUs can be and discussed how the State's ADU parking exemptions are better than a complete citywide ban on parking for ADUs.

Chairperson Sayasane opened the public hearing.

With no one wishing to address the Commission, a motion by Commissioner Patel, seconded by Commissioner Gooding to close the public hearing was approved 4-0.

With no further discussion, a motion by Commissioner Patel, seconded by Commissioner Gooding to recommend adopting Resolution 2025-RZ-02. The motion was approved 4-0.

Chairperson Sayasane read the appeal procedure.

OLD BUSINESS

There were none.

ITEMS INITIATED BY STAFF

Senior Planner Johnson stated that on April 17, 2025, City Council adopted the ordinance implementing SB 478 and certain Housing Element programs (application 2024-RZ-2) and introduced the ordinance to amend the inclusionary housing and density bonus regulations with minor revisions. The inclusionary housing ordinance is scheduled for a second reading and adoption on May 15th. Also, a Farmers Market popup workshop at 70 Old County Road is scheduled for May 15th and a related survey will be released in mid-May.

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ITEMS INITIATED BY THE COMMISSION

C. Consideration of changing Commission meeting time

The Commission discussed keeping the meeting start time at 7:30 p.m. with the option to schedule special meetings and starting times for agenda items with anticipated longer than usual meeting sessions.

The Commission asked staff to place on the next agenda the issues raised by the Michele Salmon regarding expansion of homes at the Northeast Ridge. The Commission also requested that the issues of dedication of Northeast Ridge open space lands to the County and penalties for businesses that start business operations prior to obtaining the required City approvals be on a future agenda.

ADJOURNMENT

- D. Chairperson Sayasane declared the meeting adjourned to the next regular meeting of May 22, 2025 at approximately 8:45 p.m.

Attest:

Kenneth Johnson, Senior Planner

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.