



# CITY of BRISBANE

## Planning Commission Meeting Agenda

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Thursday, September 11, 2025 at 7:30 PM • Hybrid Meeting  
• Brisbane City Hall 50 Park Place, Brisbane CA

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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](https://youtube.com/brisbaneca), or on Comcast Channel 27. Archived videos may be replayed on the City's website, [brisbaneca.org/meetings](https://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](https://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](mailto: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](https://zoom.us/download))  
[brisbaneca.org/pc-zoom](https://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](http://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](http://brisbaneca.org/meetings)).

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**Commissioners: Funke, Gooding, Lau, 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 August 14, 2025](#)

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

### **WRITTEN COMMUNICATIONS**

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

### **WORKSHOP**

- B. [Workshop – Review of Off-Street Parking Standards](#)

### **ITEMS INITIATED BY STAFF**

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

## **ADJOURNMENT**

C. Adjournment to the regular meeting of September 25, 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. Approval of draft meeting minutes of August 14, 2025

DRAFT  
BRISBANE PLANNING COMMISSION  
Action Minutes of August 14, 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: Director Swiecki, Principal Planner Ayres 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 minutes of July 10, 2025.

A motion was made by Commissioner Funke and seconded by Gooding to adopt the Consent Calendar. Motion approved 4-0.

ORAL COMMUNICATIONS

There were none.

WRITTEN COMMUNICATIONS

One item received from Cynthia Rudolph regarding Item B.

OLD BUSINESS

There were none.

NEW BUSINESS

**B. PUBLIC HEARING: PUBLIC HEARING: 335 Mariposa Street; Grading Review 2025-EX-01;** R-2 Residential Zoning District; Grading review for construction of a new 3,595 SF duplex and two 733 SF detached ADUs involving approximately 477 CY of soil cut & export from the property; and finding that this project is categorically exempt from environment review under CEQA Guidelines Sections 15303 (b) and 15304; GBU

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Construction Development, applicant; LAM CARL WAI D & CATHERINE SHEE TRS, owner.

Associate Planner Robbins presented the agenda report to the Commission and answered questions from the Commission about the increase in earthwork between what was originally approved under the building permit and now being requested.

Chair Sayasane opened the public hearing.

Applicant, Yosi Asraf for GBU Construction, offered to answer questions from the Commission regarding the original and revised calculation of earthwork and when and why it was determined more grading was necessary for the project.

Property owners, Carl and Daniel Lam, spoke to the Commission about how the grading miscalculation has delayed their project.

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

With no further discussion, a motion made by Commissioner Patel and seconded by Commissioner Funke to approve the application via adoption of Resolution 2025-EX-01 was approved 4-0.

Chair Sayasane read the appeal procedure.

#### ITEMS INITIATED BY STAFF

Principal Planner Ayres shared there will be an open house for and at the former Bank of America site at 70 Old County Road on Saturday, September 6, 2025.

#### ITEMS INITIATED BY THE COMMISSION

There were none.

#### ADJOURNMENT

- C. Chairperson Sayasane adjourned to the next regular meeting of August 28, 2025 at approximately 8:05 p.m.

Attest:

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John A. Swiecki, Community Development Director

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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. Workshop – Review of Off-Street Parking Standards



## MEMORANDUM

DATE: September 11, 2025  
 TO: Planning Commission  
 FROM: Planning Staff  
 SUBJECT: Workshop – Review of Off-Street Parking Standards

### INTRODUCTION

Recent changes to State law and local Brisbane Municipal Code (BMC) updates have prompted a need for an update to the Off-Street Parking ordinance, BMC Chapter 17.34. The City's 2023-2031 Housing Element also includes a program for study of potential parking amendment to help facilitate production of more multifamily housing. The purpose of this workshop is to receive preliminary Planning Commission direction on amendments to the ordinance. Staff will then prepare a draft ordinance for the Planning Commission to provide a recommendation to City Council.

The following parking ordinance topics are addressed in this workshop:

- **TDM Consistency:** Update commercial parking standards, consistent with the direction provided by City Council at the time of adoption of BMC Chapter 10.52 - Transportation Demand Management, in 2023.
- **Unspecified Uses:** Assignment of parking standards for certain emerging uses that are not yet specified in the parking ordinance, including research and development (R&D) and data centers.
- **Exceptions to Standards:** Update the exceptions to the parking standards consistent with recent State law.
- **Housing Element Considerations:** Consider residential parking requirements as indicated in the Housing Element.

These topic areas are discussed further in the sections that follow. Note that, staff also compiled data from other cities for comparison, that's referenced in the sections below and provided in tables in Appendix A.

### DISCUSSION

#### TDM Ordinance Alignment – Parking Maximums for Office and R&D Uses

The City/County Association of Governments of San Mateo County (C/CAG), a Joint Powers Authority, is tasked with working on issues that affect the quality of life across San Mateo County, including overseeing the San Mateo Congestion Management Program (CMP). The CMP requires projects in San Mateo County that generate more than 100 daily vehicle trips to implement an appropriate TDM

program. To implement this requirement of the CMP, C/CAG adopted the Land Use Impact Analysis Program Policy (or “TDM Policy”) which, effective January 1, 2022, placed requirements on jurisdictions when processing new development projects of a certain size to modify project design and operational requirements to reduce single-occupancy vehicle trips to the project site. Individual jurisdictions could also adopt their own TDM provisions and request an exemption from C/CAG’s policy to allow the City to maintain local control.

The City Council adopted BMC Chapter 10.52 - Transportation Demand Management on October 5, 2023. The City’s ordinance meets the relevant CMP requirements and projects which are consistent with the city’s TDM program are considered consistent the C/CAG’s CMP and TDM policy. The City’s TDM Ordinance commits Brisbane to reducing vehicle miles traveled (VMT) and managing vehicular trips to address regional traffic congestion and to help achieve climate goals. The ordinance sets a drive-alone mode share target of 52% for office and R&D projects (including new construction and alterations of existing buildings) with greater than 50,000 square feet of gross building square footage.

On May 21, 2025, C/CAG recognized Brisbane’s ordinance as meeting the County-wide TDM Policy. This allowed Brisbane to qualify for exemption from C/CAG monitoring, allowing the City to maintain local control and avoiding redundant processes for projects.

The TDM Strategy report supporting the TDM Ordinance prepared by City consultants Fehr & Peers provides suggested parking maximums for office and life science uses which are intended to facilitate meeting the 52% mode shift target. For office uses with a typical employee density of 1 employee per 250 square feet, it recommends providing 1 space per 450-500 square feet. For life science uses with a typical density of 1 employee per 350-550 square feet, the strategy targets 1 space per 650-1000 square feet.

### Emerging Uses

**Research and Development:** In recent years, Brisbane has seen increasing development of life science/R&D uses. Multiple R&D projects have been constructed within the Sierra Point and Crocker Park subareas, including both new construction and conversion of office or warehouse buildings. R&D uses require less parking compared to traditional office uses, as they contain significant laboratory area with lower employee density due to the space required for lab equipment and materials storage. Also, personnel may alternate between their use of lab space and office space.

Currently, there is no parking standard for R&D land use. The administrative office standard of 1 parking space per 300 square feet has been deemed the most similar and so it has been applied to R&D projects, but it appears to result in substantial parking oversupply. In recent years, use permit applications have been approved for certain R&D projects to allow for exceptions to the standard. One project of note is the new construction at 3000-3500 Marina Blvd, which had a use permit approval for 1 parking space per 550 square feet of floor area. Staff also compiled standards from other nearby cities, which generally had minimum requirements ranging from 1 space per 300 to 1 space per 650 square feet for an average project. South San Francisco, which has a large concentration of R&D campuses, had a parking maximum of 1 space per 667 square feet.

Given the TDM ordinance requirements to adopt parking maximums for R&D uses and the use’s lower employee density, it’s suggested that the Planning Commission consider implementing a parking maximum of 1 space per 500 square feet, combined with a parking minimum of 1 space per 700 square

feet, which would be roughly in line with the 3000-3500 Marina use permit and neighboring South San Francisco, and would comply with TDM recommendations.

**Data Centers:** Data centers, defined by BMC Section 17.02.187 as *a business providing for the storage of computer systems and associated components*, represent another emerging use requiring a distinct parking standard. While the BMC defines data centers and permits them in the TC-2 and M-1 zoning districts, no off-street parking standards for data centers are currently established in the BMC. A data center was recently evaluated as part of an alternative to the proposed Guadalupe Quarry Redevelopment Project in the project's Draft Environmental Impact Report. As found in the alternative analysis, a data center would require fewer employees than the proposed warehousing use.

According to staff's review of parking standards in other jurisdictions, data centers have comparatively lower employee densities than comparably sized warehouse uses due to automated operations, specialized equipment requirements, and varying shift patterns. Staff compiled standards from cities nationwide, including in CA, VA, and GA, finding that data center minimum standards ranged wildly, from 1 space per 500 to 7,500 square feet, with some being tied to employee numbers rather than floor area. This range may be based on a variety of factors, including local land use and commute patterns and political considerations. Also, note that basing parking standards on the number of employees is problematic, in that the parking is established at the time of site development, while the number of employees can vary over time for a given building tenant and from one tenant to the next.

Considering the emerging nature of the use type and wide range of parking standards for data centers among peer cities, staff recommends applying existing minimum standards for warehousing and light fabrication (1 parking space per 1,000 square feet) to data centers. Projects for which this standard would not be reasonably feasible or appropriate may apply for a Use Permit to amend parking requirements based on their specific use.

## EXCEPTIONS TO STANDARDS

### AB 1308: Parking Requirements for Single-Family Residence Additions

Assembly Bill AB 1308 prohibits agencies from increasing the minimum parking requirement for single-family residences as a condition of approval to remodel, renovate, or add to a single-family residence, provided the project does not exceed applicable zoning regulations such as height, lot coverage, and floor area ratio. The law's core principle is that if a home is already compliant, parking requirements cannot be increased simply because an addition would move the property into a different category that would normally trigger higher parking standards.

Brisbane Municipal Code Section 17.34.020(A) establishes parking requirements based on square footage thresholds as well as number of bedrooms and street frontage. Previously, an addition of more than 400 square feet that moved a home across these thresholds could trigger higher parking requirements. AB 1308 now prohibits this practice for residential structures that were compliant with parking requirements before the addition.

AB 1308 does not apply to single-family residences that are not compliant with a jurisdiction's current standards. Therefore, residential structures that are currently noncompliant with Brisbane's parking requirements remain subject to compliance requirements when seeking addition approvals. Brisbane's existing provision in Section 17.34.050(B) allows noncompliant properties to add up to 400 square feet without upgrading parking, but larger additions can still trigger parking compliance requirements. Additionally, alterations or additions totaling 50% or more of a building's pre-existing floor area under

Brisbane Municipal Code Section 15.10.040.A are treated as new construction under the building code, with an exception for one- and two-bedroom residences that would not exceed 1,200 square feet. If BMC Section 15.10.040.A applies, the property must also be made to conform to current parking requirements. Per the City Attorney, this section appears compliant with AB 1308.

### **AB 894: Commercial Shared Parking**

AB 894 became effective January 1, 2024 and requires local agencies to allow shared parking agreements under specified conditions. The law mandates that local agencies approve shared parking agreements when an applicant includes proper parking analysis using peer-reviewed methodologies from professional planning associations, secure long-term provision of parking spaces, and meet distance requirements between shared uses. Local agencies must allow shared parking spaces to count toward meeting automobile parking requirements when entities are located on the same or contiguous parcels, separated by no more than 2,000 feet of walking distance, or have shuttle accommodations for greater distances. The law defines "underutilized parking" as spaces where 20 percent or more are not occupied during the period proposed to be shared by another user.

AB 894 also establishes notification and public meeting requirements for larger developments (10+ residential units or 18,000+ square feet) when shared parking agreements are submitted without the required parking analysis. The legislation prohibits local agencies from requiring correction of preexisting parking deficits as a condition for approval and from withholding approval solely because shared parking may temporarily reduce parking availability for original uses.

Brisbane's current parking ordinance does not include provisions for shared parking agreements as outlined in AB 894. Currently, Section 17.34.050(J) requires a variance from the Planning Commission for off-site parking arrangements. Eligible arrangements under the new State law would be processed either with the design permit (if a discretionary permit was required) and would not require a Use Permit or Variance permit. Shared parking agreements proposed for existing sites without any attendant discretionary permit approvals would be processed administratively by City staff and could not be subject to discretionary approval under state law. Staff recommends updating the Municipal Code to incorporate these state-mandated requirements, ensuring compliance while streamlining the approval process and providing developers, property owners, and business owners with additional flexibility in meeting parking obligations.

### **Housing Element & Residential Parking**

The City's 2023-2031 Housing Element analyzes current and future housing needs and outlines strategies to meet them. This Element of the General Plan is required by state law and is updated on eight-year cycles.

The Element includes discussion of residential parking standards in Section 4.1.1.2 (The Zoning Ordinance – Parking Requirements). Housing Element Program 6.A.5 states "Study potential updates to the zoning ordinance to reduce parking requirements for residential developments that provide and/or promote alternative modes of transportation for residents, such as prepaid transit fare cards, rideshare app credits, prepaid memberships to on-demand car rental on-site (e.g., ZipCar), or are in close proximity to high quality transit corridor as defined by Public Resources Code Section 21155." That program included a timeline of 12/31/2026 for study, but did not commit the City to a specific course of action.

The Housing Element noted that the city had recently updated standards to tie parking requirements to floor area and/or number of bedrooms, “in part to encourage smaller, more affordable units.” The City has also provided reduced parking ratios for housing developments targeted at senior, lower-and-moderate-income, and disabled households. Consistent with state law, accessory dwelling units (ADUs) are exempt from parking requirements. Generally, the community has found it challenging to further reduce parking requirements for residential development in Central Brisbane due to limited transit accessibility. A potential amendment may be to allow for an administrative permit process to allow for parking reductions based on a specific TDM plan, on a case-by-case basis, for multifamily development.

At this time, Brisbane is not served by a high-quality transit corridor, although this would change once the Baylands develops, or with other changes that may occur over time to transit service in Brisbane.

Residential parking standards for the Baylands will be addressed through the Baylands Specific Plan.

## ATTACHMENTS

1. Review of Commercial Parking Standards
2. [Chapter 10.52 - TRANSPORTATION DEMAND MANAGEMENT | Municipal Code | Brisbane, CA | Municode Library](#).
3. Excerpt of Transportation Demand Management Strategy, Oct 2023, by Fehr & Peers
4. [Chapter 17.34 - OFF-STREET PARKING | Municipal Code | Brisbane, CA | Municode Library](#)



Daniel Garepis-Holland, Planning Intern



Ken Johnson, Senior Planner



John Swiecki, Community Development Director

## Attachment 1

### Review of Commercial Parking Standards

## INTRODUCTION

This attachment provides a discussion of commercial parking standards. The objective is to provide analysis and recommendations for updates to the City's parking standards for the three uses indicated below. This includes policy context and comparisons with peer cities.

- Administrative Offices
- Biotechnology Research and Development (R&D)
- Data Centers

Warehouses and light fabrication are also included in the discussion, but this is largely for reference and no change is being recommended for these uses at this time.

Administrative offices and R&D parking standards were identified for an update in the City's recent adoption of its Transportation Demand Management (TDM) ordinance. R&D uses are not currently identified in the parking ordinance, but administrative office standards have been applied to R&D. Similarly, data centers are an emerging use that are not identified in the parking ordinance, and so the warehouse standard would be applied.

This Attachment includes the following sections:

1. Transportation Demand Management Context
2. Research & Development Uses
3. Administrative Offices Uses
4. Warehousing & Light Fabrication Uses
5. Data Centers Uses

## 1. TRANSPORTATION DEMAND MANAGEMENT CONTEXT

TDM refers to policies, programs and strategies that aim to reduce vehicular travel, particularly single-occupancy vehicles. It aims to shift trips to transit, active transportation, and carpooling in order to alleviate traffic congestion, reduce vehicle miles traveled (VMT), and reduce greenhouse gas and particulate emissions. TDM policy at the county level is set by the City/County Association of Governments of San Mateo County (C/CAG), and sets requirements for certain projects, including participation in shared transportation programs, bicycle storage, and subsidized transit fares. C/CAG sets a drive alone mode share target of 67-73% to be achieved through its TDM program.

This policy allows local jurisdictions to request exemptions by adopting local TDM ordinances which meet or exceed C/CAG's VMT mitigation measures. The City's local TDM ordinance, passed

in October 2023, sets a significantly more ambitious share target of 52% for single-occupancy vehicle travel, allowing exemption from regional regulation. This ordinance was designed to promote the City's goal of setting policies that promote ecological sustainability. It allows for local control over transportation policy and streamlines regulation for applicable projects.

The City commissioned a TDM Strategy report from transportation consultant Fehr & Peers, which documents TDM implementation measures as well as supportive actions for infrastructure, services, funding, and parking policies. With regards to parking standards, the report notes that the City's current minimum requirements provide for parking for nearly every employee to drive alone to work, which does not align with the 52% target set by the ordinance. The report recommends parking maximums, rather than minimums, be implemented to help achieve the mode share target. The City Council directed staff to update BMC Chapter 17.34 to include parking maximums for administrative office and R&D uses as per the TDM Strategy.

### Table A: Parking Ratios & Mode Share Targets

The table below is adapted from Table D in Section 3.6.1 of the TDM strategy (Auto Parking Requirements for Office/R&D Uses). The percentages refer to what percent of employees would be able to drive alone to work at each respective parking ratio and employee density. The bolded values represent those which meet the mode share target of 52%. The City can encourage development to meet these targets either by eliminating parking minimums and/or imposing parking maximums.

| Parking Ratio<br>(SF per space) | Office<br>(1 Employee:250 SF) | Life Science<br>Office/Lab Mix<br>(1 Employee:350 SF) | Life Science<br>Office/Lab Mix<br>(1 Employee:450 SF) | Lab<br>(1 Employee:550 SF) |
|---------------------------------|-------------------------------|-------------------------------------------------------|-------------------------------------------------------|----------------------------|
| <b>1000</b>                     | 25%                           | 35%                                                   | 45%                                                   | <b>55%</b>                 |
| <b>800</b>                      | 31%                           | 44%                                                   | <b>56%</b>                                            | 69%                        |
| <b>667</b>                      | 38%                           | <b>53%</b>                                            | 68%                                                   | 83%                        |
| <b>571</b>                      | 44%                           | 61%                                                   | 79%                                                   | 96%                        |
| <b>500</b>                      | <b>50%</b>                    | 70%                                                   | 90%                                                   | 100%+                      |
| <b>444</b>                      | <b>56%</b>                    | 79%                                                   | 100%+                                                 | 100%+                      |
| <b>400</b>                      | 63%                           | 88%                                                   | 100%+                                                 | 100%+                      |
| <b>364</b>                      | 69%                           | 96%                                                   | 100%+                                                 | 100%+                      |
| <b>1:300 (Existing)</b>         | 83%                           | 100%+                                                 | 100%+                                                 | 100%+                      |

## 2. RESEARCH AND DEVELOPMENT

Research and development (R&D), or uses engaged in studying, testing, designing, analyzing and experimenting with potential or existing products, is permitted in the SP-CRO, TC-1, TC-2, and M-1 districts and conditionally permitted in the TC-1 district, as per BMC Chapter 17. However, it does not have a parking standard specified in Section 17.34. Currently, the administrative office parking standard of 1 space per 300 square feet is generally applied, which provides enough parking for 83-183% of employees to drive alone. This conflicts with the City's 52% drive-alone mode shift goal.

The City Council directed staff to amend Section 17.34 to include parking maximums for this use, as per the TDM Strategy.

When compared to traditional offices, research and development uses are less intense with regards to parking. Laboratory areas require significant floor space for equipment and materials storage, resulting in lower employee density than traditional office uses. Employees may also alternate between laboratory and office areas in the same building throughout the day. Two R&D projects in the Sierra Point subarea have been granted use permits in recent years, allowing parking ratios of 1 space per 450-550 square feet of building area, conditional upon the improvement of alternative transportation programs. More detail is provided on these projects in the following section.

One difficulty of creating parking standards for R&D uses is their variation in use of floor area. While some projects may include mostly office space, others may dedicate substantial area to laboratory, warehousing/storage, or manufacturing, which require fewer employees per square foot and therefore fewer parking. Some cities choose to apply specific standards to various sub-uses, while others apply a single requirement to all R&D projects.

**Recommendation:** *Adopt a parking **maximum** of 1 space per 500 square feet, and a parking **minimum** of 1 space per 700 square feet, for all research and development projects.*

This would allow 45-110% of employees to drive alone, depending on the specific mix of laboratory and office space, supporting our 52% drive-alone target while providing adequate parking for actual demand. This standard is similar to those applied by South San Francisco, San Carlos, and Redwood City, and the 1 space to 550 square feet that was approved for 3000-3500 Marina Blvd.

## Table B: R&D Project Standards Comparison

The following table provides a comparison of research and development parking standards among peer cities, use permits, and the TDM strategy, including Staff's recommendation for context. For cities which apply different standards for each sub-use, an average is provided based on a sample R&D project which includes 45% office area, 45% laboratory area, 5% warehousing/storage area, and 5% manufacturing area.

**Parking maximums** are indicated in bold, while *parking targets* or specific approvals are indicated in italics, and parking minimums are shown with standard text.

| City                | Requirement                                                                                            | R&D/Lab     | Office | Warehouse | Manufac. | Average             |
|---------------------|--------------------------------------------------------------------------------------------------------|-------------|--------|-----------|----------|---------------------|
| South San Francisco | No minimum parking requirement. Maximum parking is 1.5 spaces per 1000 SF.                             | 1:667       |        |           |          | 1:667 max           |
| TDM Strategy        | Based on 52% drive-alone modeshare target.                                                             | 1:667       |        |           |          | 1:667 specific      |
| San Carlos          | Disaggregated by use.                                                                                  | 1:800       | 1:300  | 1:1500    | 1:600    | 1:650 min           |
| Recommendation      | See above.                                                                                             | 1:500-1:700 |        |           |          | 1:500 max-1:700 min |
| UP-1-18             | R&D/office mix with 781 parking spaces for about 422,500 sq ft of floor area.                          | 1:550       |        |           |          | 1:550 specific      |
| Brisbane            | No specific R&D requirement. Office/warehouse standards applied.                                       | 1:300       | 1:300  | 1:1000    | 1:1000   | 1:440 min           |
| Millbrae            | No specific R&D requirement. Office/warehouse standards applied.                                       | 1:300       | 1:300  | 1:1000    | 1:1000   | 1:440 min           |
| Redwood City        | General R&D use is parked at 1 space per 2 employees on largest work shift, though no less than 1:600. | 1:600       | 1:250  | 1:1000    |          | 1:440 min           |
| Daly City           | No specific R&D requirement, so Admin Office and Warehouse/Manufacturing standards apply.              | 1:250       | 1:250  | 1:1000    | 1:1000   | 1:400 min           |
| Foster City         | R&D is parked at 1:300. Ordinance specifies exemption process for large R&D parcels.                   | 1:300       | 1:300  |           |          | 1:300 min           |

## Use Permits

### UP-1-18 (3000-3500 Marina Blvd)

As part of Use Permit UP-1-18 at 3000-3500 Marina Blvd, a multi-building R&D development project, the applicant requested to provide 781 rather than the required 1,409 parking spaces, at a rate of 1 space per 550 square feet of building area. The applicant provided a TDM plan which outlined a variety of strategies to reduce parking demand and the project was approved. This use permit specified that parking demand for life science uses typically ranges from 1 parking space per 500 to 1,000 square feet of building area. The TDM report found that parking demand would exceed supply by 19-28% and outlined how tools such as improving shuttle service (14% demand reduction), parking cash-out (8% reduction), subsidized transit fares (6% reduction), and other incentives would reduce demand.

### UP-2-18 (7000 Marina Blvd)

As part of Use Permit UP-2-18 for 7000 Marina Blvd, the applicant requested to remove basement and surface parking to construct additional utility and storage facilities to support R&D use, as well as add new floor area by converting an atrium to meeting space. The proposed modifications would leave 245 parking spaces remaining, compared to the 268 required under the zoning code for a

105,000 square foot building proposed to expand by 4,600 square feet. This would involve a change from 1 space per each 390 square feet to each 445 square feet. The employer, Sangamo Therapeutics, provided a mode share estimate for drive alone at 63% and carpool at 6%, with remaining trips being completed by commuter shuttle, transit, bicycle, or telecommuting. Based on their 2022 employee headcount of 264, this would mean a parking need of 177 spaces, well under the 245 proposed. The planning commission determined that the lessened parking requirements would not negatively affect the neighborhood or city and approved the use permit as requested.

### 3. ADMINISTRATIVE OFFICE

Administrative office uses refer to a room or group of rooms and associated facilities used for conducting the management and administrative affairs of a business, profession, service, industry or government. This use is permitted in the NCRO-1, NCRO-2, SP-CRO, TC-1, TC-2, and M-1, and conditional in the C-1, HC, and SCRO-1 districts. The City currently sets a standard of 1 parking space per 300 square foot of office space, requiring space for each employee to drive alone, conflicting with the City's 52% mode share goal. The City Council directed staff to amend Section 17.34 to include parking maximums for this use, as per the TDM Strategy.

**Recommendation:** *Adopt a parking maximum of 1 space per 300 square feet, and a parking minimum of 1 space per 500 square feet, for administrative office uses.*

This recommendation would align with the mode share goals outlined in the TDM strategy, allowing 50-85% of employees to drive alone at a standard office employee density. This allows office uses to meet drive-alone mode share goals while including more parking if deemed necessary.

#### Table C: Administrative Office Parking Comparison

The following table examines administrative office parking standards across peer jurisdictions and the TDM elements. Some jurisdictions impose different requirements for various projects, which are reflected as conditional parking standards.

**Parking maximums** are indicated in bold, while *parking targets* or specific approvals are indicated in italics, and parking minimums are shown with standard text.

| City                | Notes & Exceptions                                                                        | Base                       | Conditional      |
|---------------------|-------------------------------------------------------------------------------------------|----------------------------|------------------|
| Foster City         | Financial institutions are parked at 1:300.                                               | 1:250 min                  | 1:300 min        |
| Redwood City        | Uses with over 100 PM peak hour trips are parked at 1:300.                                | 1:250 min                  | 1:300 min        |
| Brisbane            |                                                                                           | 1:300 min                  |                  |
| Daly City           | 1:200 for area above 21k SF.                                                              | 1:300 min                  | 1:200 min        |
| Millbrae            |                                                                                           | 1:300 min                  |                  |
| San Carlos          | Area above 100k SF is parked at 1:350.                                                    | 1:300 min                  | 1:350 min        |
| South San Francisco | No minimum parking requirement. Maximum parking is 1:300, or 1:500 for area above 10k SF. | <b>1:300 max</b>           | <b>1:500 max</b> |
| TDM Strategy        | Based on 52% drive-alone modeshare target.                                                | <i>1:500 specific</i>      |                  |
| Recommendation      | See above.                                                                                | <b>1:300 max-1:500 min</b> |                  |

For office uses, the City's existing parking standard falls around the median when compared to peer cities. Aside from South San Francisco, all peer jurisdictions have similar standards for administrative office parking at 1 space per 250-300 square feet. The TDM strategy report recommends a maximum of 1 space per 500 square feet to provide parking for only 52% of employees to drive alone. South San Francisco imposes a more stringent maximum requirement at 1 space per 300 square feet of floor area.

#### 4. WAREHOUSING & LIGHT FABRICATION

Warehousing and related uses are a major commercial engine of Brisbane and are defined and permitted uses under BMC Chapter 17. Warehousing is defined as an establishment engaged in the storage, wholesale and distribution of manufactured products, supplies or equipment. Light fabrication is defined as a use engaged in the fabrication, predominantly from previously prepared materials. These uses are permitted in the TC-1, TC-2, M-1, and C/P-U districts, and conditional in the SCRO-1 district. Parking standards for these uses is currently set at 1 space per 1,000 square feet, allowing for most employees to drive alone. Although not specified in the TDM Strategy, the Commission could consider updating warehousing parking standards to best match the 52% drive-alone mode share target.

**Recommendation:** *Retain existing warehouse parking standards.*

## Table D: Warehouse Standards Comparison

The following table examines warehouse & light fabrication parking standards across peer jurisdictions.

**Parking maximums** are indicated in bold, while parking minimums are shown with standard text.

| City                | Notes & Exceptions                                                                             | Requirement       |
|---------------------|------------------------------------------------------------------------------------------------|-------------------|
| Foster City         | Or, one space per employee on the largest shift, whichever requires a larger amount of spaces. | 1:500 min         |
| Redwood City        | Additional 0.5 spaces per employee on the largest shift.                                       | 1:1000 min        |
| Brisbane            |                                                                                                | 1:1000 min        |
| Millbrae            |                                                                                                | 1:1000 min        |
| Daly City           |                                                                                                | 1:1500 min        |
| South San Francisco | Maximum parking is 1:2000 (or 1:5000 for area over 10k SF), plus 1:300 for office area.        | <b>1:2000 max</b> |
| San Carlos          | 1:2000, or 1:5000 for area over 10k SF, plus 1:300 for office area.                            | 1:2000 min        |

The City's parking standards for warehousing & light fabrication are similar to those of peer cities, with the same standard as Millbrae. Daly City, South San Francisco, and San Carlos have less stringent standards, while Foster City and Redwood City require more parking, and tie requirements directly to the number of employees.

## 5. DATA CENTERS

Data centers, defined by BMC Section 17.02.187 as “a business providing for the storage of computer systems and associated components”, are permitted in the M-1 and TC-2 districts. Due to high demand for computing, data centers are increasingly being proposed in warehouse districts, and this use has been proposed in as Alternative 3 of the Guadalupe Quarry Redevelopment Project. As systems are automated, data centers generally require minimal employee presence, with only a technical team to troubleshoot breakdowns as well as security personnel.

**Recommendation:** *Apply the existing warehouse standard of 1 space per 1,000 square feet of floor area to data center uses.*

As data centers are currently a permitted use without an associated parking standard, specifying this in Section 17.34 would provide clarity for this emerging use.

## Table E: Data Center Standards Comparison

Staff compiled standards from cities nationwide, including in CA, VA, and GA, finding that data center minimum standards ranged wildly, from 1 space per 500 to 7,500 square feet, with some

being tied to employee numbers rather than floor area. The variation in standards may be driven in part by land use policy goals.

| Municipality           | Standard (minimums)                                                        |
|------------------------|----------------------------------------------------------------------------|
| El Segundo, CA         | 1 space per 3,500 sq ft                                                    |
| Mountain View, CA      | 1 space per 500 sq ft plus 1 space per company vehicle                     |
| Vernon, CA             | 1 space per 7,500 sq ft                                                    |
| Santa Ana, CA          | 1 space per 1,000 sq ft                                                    |
| Milpitas, CA           | 1 space per 1,500 sq ft                                                    |
| Patterson, CA          | 1 space per 1,000 sq ft, or 1 space for 2 employees on the max. work shift |
| Fairfax, VA            | 1 space per 500 sq ft                                                      |
| Fredericksburg, VA     | 1 space per 1,000 sq ft                                                    |
| King George County, VA | 5 spaces plus 1 per employee on max. work shift                            |
| Douglas County, GA     | 1 space per employee on max. work shift                                    |

**EXCERPT**

# Transportation Demand Management Strategy

Prepared for:  
City of Brisbane

October 2023

FEHR  PEERS

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Bicycle parking will be addressed separately from tonight's workshop.

## 3.6 Zoning Code Updates

### 3.6.1 Auto Parking Requirements for Office/R&D Uses

Aligning parking requirements with TDM performance targets would assist the City in realizing VMT reductions and mode shifts. As illustrated in Table D, City's current minimum requirement for (administrative) office use (one space per 300 square feet) provides enough parking for nearly every employee to drive. Moreover, for life science uses that typically have one employee for every 350 to 450 square feet, parking supply exceeds employee population.

Table D highlights the recommended parking maximums to align with TDM ordinance requirements. Parking maximums may be set slightly above the required drive alone mode share target to provide some flexibility in accommodating carpools, vanpools, visitors, and parking turnover. The City may also consider allowing additional designated visitor or carpool/vanpool parking.

**Table D: Implied Auto Mode Share & Recommended Parking Maximums**

| Parking Spaces per 1,000 Square Feet | Office                | Life Science Office/Lab Mix |                       | Lab                   |
|--------------------------------------|-----------------------|-----------------------------|-----------------------|-----------------------|
|                                      | 1 Employee per 250 SF | 1 Employee per 350 SF       | 1 Employee per 450 SF | 1 Employee per 550 SF |
| 1                                    | 25%                   | 35%                         | 45%                   | 55%                   |
| 1.25                                 | 31%                   | 44%                         | 56%                   | 69%                   |
| 1.5                                  | 38%                   | 53%                         | 68%                   | 83%                   |
| 1.75                                 | 44%                   | 61%                         | 79%                   | 96%                   |
| 2                                    | 50%                   | 70%                         | 90%                   | 100%                  |
| 2.25                                 | 56%                   | 79%                         | 100%                  | 100%                  |
| 2.5                                  | 63%                   | 88%                         | 100%                  | 100%                  |
| 2.75                                 | 69%                   | 96%                         | 100%                  | 100%                  |
| 3.33<br>(Current Standard)           | 83%                   | 100%                        | 100%                  | 100%                  |

*Notes: Highlighting indicates the estimated parking supply necessary to accommodate a 55 to 60 percent of employees driving to work based on employee densities associated with typical land uses. For example, a typical office project should target a maximum of two spaces per 1,000 square feet, while a life science project should target 1.25 to 1.5 spaces per 1,000 square feet. The City should exercise caution in referencing these calculations for office and tech office uses, as such employees are more likely to work remotely.*

The City may consider allowing a higher rate of parking as a conditional use permit if a project expects to serve a higher employee density than a typical use. However, a project's parking supply should align with the designated land use: for example, a project proposed for office use should reflect the designated office maximum; if the applicant wishes to retain flexibility for either office or life science use, then two site plan alternatives should be prepared in alignment with the office and life science parking maximums.

Given the uncertainty of remote work trends emerging from the COVID-19 pandemic, the City should periodically monitor how onsite employee populations may change over time and reassess whether these maximums remain appropriate for such land uses.

### 3.6.2 Bicycle Parking Requirements for Residential and Other Uses

Currently, Brisbane does not require residential projects to provide bicycle parking. As more multi-family housing is constructed, the City may wish to update its bicycle parking requirements to include minimum long-term bicycle parking facilities (secure shared facilities or lockers) for multifamily developments where units do not have dedicated private garages. The bicycle parking requirements in the Baylands Specific Plan (Table E) provides a good example of what may be adopted for multi-family residential and other uses. Providing bicycle parking in multifamily projects can help enhance the viability of bicycle use within the City.

**Table E: Proposed Baylands Specific Plan Bicycle Parking Requirements**

| Use                     | Bicycle Parking Requirements |                          |
|-------------------------|------------------------------|--------------------------|
|                         | Long Term                    | Short Term               |
| Retail                  | 1 per 12,000 square feet     | 1 per 4,000 square feet  |
| Parks and Open Space    | N/A                          | 6 per acre               |
| Multifamily Residential | 1 per 2 units                | 1 per 10 units           |
| Office                  | 1 per 4,000 square feet      | 1 per 40,000 square feet |

## 3.7 Potential Citywide Impact Fee

### 3.7.1 Transportation Impact Fee

Brisbane's substantial development pipeline and unique infrastructure needs may warrant consideration of a new transportation impact fee. Transportation impact fees standardize the contributions of developments for potential infrastructure improvements to help ensure that developments are paying their fair share. A nexus study is required to set an impact fee in relation to capital improvement needs. Impact fees may be enacted with council approval and do not require voter approval like some other funding mechanisms, such as headcount taxes, parcel taxes, business improvement districts, or community facilities districts.

As illustrated in Figure 1, most cities in San Mateo County have transportation impact fees for office/R&D projects. Fees vary from \$2 to \$29 per square foot, equivalent to \$2 million to \$29 million for a one million square foot development. The highest fees in the county occur in South San Francisco, which covers the southern portion of Sierra Point and shares similarities in its growing life science market and evolving transportation conditions.