



CITY of BRISBANE

Planning Commission Meeting Agenda

Thursday, January 22, 2026 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, Sayasane, and Wodziak

SPECIAL RECOGNITION CEREMONY (7:00 PM)

Recognition of former Planning Commissioner Sandip Patel

CALL TO ORDER

ROLL CALL

A. Welcome and introduction of Commissioner Wodziak

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.

- B. [Approval of draft meeting minutes of September 11, 2025](#)
- C. [Approval of draft meeting minutes of October 23, 2025](#)
- D. [Approval of draft meeting minutes of November 13, 2025](#)

ORAL COMMUNICATIONS (Limited to a total of 15 minutes)

WRITTEN COMMUNICATIONS

OLD BUSINESS

None

NEW BUSINESS

None

ITEMS INITIATED BY STAFF

E. Presentation from Economic Vitality Office

ITEMS INITIATED BY THE COMMISSION

ADJOURNMENT

F. Adjournment to the regular meeting of February 12, 2026.

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:

B. Approval of draft meeting minutes of September 11, 2025

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of September 11, 2025
Hybrid Meeting

CALL TO ORDER

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

ROLL CALL

Present: Commissioners Gooding, Patel, and Sayasane
Absent: Commissioners Funke and Lau
Staff Present: Director Swiecki, Principal Planner Ayres, Senior Planner Johnson and Planning Intern Daniel Garepis-Holland

ADOPTION OF AGENDA

A motion was made by Commissioner Gooding and seconded by Commissioner Patel to adopt the agenda. Motion approved 3-0.

CONSENT CALENDAR

A. Approval of draft meeting minutes of August 14, 2025

A motion by Commissioner Patel, seconded by Commissioner Gooding, to adopt the consent calendar was approved 3-0.

ORAL COMMUNICATIONS

There were none.

WRITTEN COMMUNICATIONS

There were none.

OLD BUSINESS

There were none.

NEW BUSINESS

There were none.

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WORKSHOP

B. Workshop – Review of Off-Street Parking Standards

Planning Intern Garepis-Holland presented to the Commission. Planning Intern Garepis-Holland, Principal Planner Ayres and Senior Planner Johnson answered questions from the Commission. Senior Planner Johnson indicated that this item will likely be brought back to the Commission for further study in early 2026.

Chair Sayasane allowed time for public comment, but there was no one wishing to address the Commission.

ITEMS INITIATED BY STAFF

Principal Planner Ayres announced an open house on 9/6/2025 for the 70 Old County Road community visioning project.

ITEMS INITIATED BY THE COMMISSION

There were none.

ADJOURNMENT

- C. Chairperson Sayasane adjourned to the next regular meeting of September 25, 2025 at approximately 8:08 p.m.

Attest:

Julia Ayres Acting 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, on the City's website at <http://www.brisbaneca.org/meetings>, or on DVD (by request only) at City Hall.

File Attachments for Item:

C. Approval of draft meeting minutes of October 23, 2025

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of October 23, 2025
Hybrid Meeting

CALL TO ORDER

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

ROLL CALL

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

ADOPTION OF AGENDA

A motion was made by Commissioner Gooding and seconded by Commissioner Patel to adopt the agenda. Motion approved 3-0.

CONSENT CALENDAR

A. Approval of draft meeting minutes of August 28, 2025

A motion by Commissioner Patel, seconded by Commissioner Gooding, to adopt the consent calendar was approved 3-0.

ORAL COMMUNICATIONS

There were none.

WRITTEN COMMUNICATIONS

Written Correspondence from the City of Brisbane Open Space Ecology Committee (OSEC) regarding Item B.

OLD BUSINESS

There were none.

NEW BUSINESS

There were none.

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WORKSHOP

B. Workshop – Discussion of proposed amendment to the General Plan Open Space Element

Senior Planner Johnson reported to the Commission on the status and content of the draft Open Space Element and noted that the intent is to also include an amendment to the Land Use Element and zoning maps to designate City acquired lands in the Brisbane Acres as open space. Senior Planner Johnson and Director Swiecki answered questions from the Commission related to the Open Space and Ecology Committee's correspondence, including the relationship of the Open Space Element to the open space implementation plan (2001 Open Space Plan), the possibility of providing a link on the website to provide updates regarding newly acquired properties, open space funding resources and the relationship of the proposed Quarry development to the Element. Senior Planner Johnson indicated that this item is being scheduled to be brought back to the Commission for public hearing in January 2026.

Chair Sayasane allowed time for public comment, but there was no one wishing to address the Commission.

ITEMS INITIATED BY STAFF

Director Swiecki announced the City Council adopted an amendment to ADU height requirements, the commercial property owner of 150 North Hill Drive may propose converting the property to a residential use, City Council will conduct a workshop regarding the results of the community engagement process on the 70 Old County Road project.

ITEMS INITIATED BY THE COMMISSION

There were none.

ADJOURNMENT

C. Chairperson Sayasane adjourned to the next regular meeting of November 13, 2025 at approximately 7:52 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, on the City's website at <http://www.brisbaneca.org/meetings>, or on DVD (by request only) at City Hall.

File Attachments for Item:

D. Approval of draft meeting minutes of November 13, 2025

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of November 13, 2025
Hybrid Meeting

CALL TO ORDER

Vice-Chairperson Gooding called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Commissioners Funke, Gooding, and Lau
Absent: Commissioners Patel and Sayasane
Staff Present: Director Swiecki, Principal Planner Ayres, and Senior Planner Johnson

ADOPTION OF AGENDA

A motion was made by Commissioner Funke and seconded by Commissioner Lau to adopt the agenda. Motion approved 3-0.

CONSENT CALENDAR

A. Approval of draft meeting minutes of October 23, 2025

A motion was not made by the Commission.

ORAL COMMUNICATIONS

There were none.

WRITTEN COMMUNICATIONS

There were none.

OLD BUSINESS

There were none.

NEW BUSINESS

There were none.

WORKSHOP

B. Brisbane Acres Density Transfer Provisions, potential amendment per Housing Element Program 2.G.1

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Senior Planner Johnson gave the staff report for the workshop on the Brisbane Acres Density Transfer ordinance. He stated that the objective of the workshop is to consider whether a potential amendment to the density bonus provisions in the zoning ordinance was warranted, to broaden the program and encourage more housing development while also expanding the City's open space lands. Senior Planner Johnson answered questions from the Commission and outlined the criteria for properties to be eligible for density transfer and broadly, some potential changes to the ordinance. The Commission indicated that they were open to considering amendment to the density bonus regulations, but, as part of a follow-up workshop, would like to see examples of built sites and their densities.

C. Zoning Penalty Fee

Principal Planner Ayres gave the staff report. After discussion, the Commission directed staff to pursue Municipal Code amendments to address the Zoning Penalty Fee's basis.

ITEMS INITIATED BY STAFF

Director Swiecki announced that this meeting would be his last meeting as he will retire at the end of the year and Principal Ayres will act as Interim Community Development Director.

ITEMS INITIATED BY THE COMMISSION

There were none.

ADJOURNMENT

- D. Vice-Chairperson Gooding declared as suggestion from staff that the meetings of November 27, 2025, December 11, 2025, and December 25, 2025, as canceled and adjourned to the next regular meeting of January 9, 2026 at approximately 8:30 p.m.

Attest:

Julia Ayres, Acting Community Development Director

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