



**SPECIAL MEETING  
CITY COUNCIL AND PLANNING COMMISSION JOINT MEETING  
MINUTES  
7:00 p.m. – 8:00 p.m.  
Chetcuti Community Room  
450 Poplar Avenue, Millbrae 94030**

**July 22, 2014**

**CALL TO ORDER**

Mayor Lee called the meeting to order at 7:00 p.m.

**ROLL CALL:** Mayor Wayne J. Lee, Vice Mayor Robert G. Gottschalk, Councilmembers Marge Colapietro, Anne Oliva, and Reuben D. Holober

Planning Commission Chair Lorrie A. Kalos-Gunn, Vice Chair Catherine Quigg, Commission Members Walker and Joh. Commissioner Baksheeff was excused.

**NEW BUSINESS**

1. 2014 Community Development Department Work Plan

Community Development Consultant Marty Van Duyn presented an overview of upcoming changes in the Community Development Department:

- Extended public counter hours in Planning and Building Divisions;
  - ✓ Chief Building Official in office until noon each day for building permit issuance
  - ✓ New interns and planners coming on board
- Expedite the current process;
  - ✓ Larger items/projects first
  - ✓ Prioritize follow up items
  - ✓ Streamline permit process
- Internal and external coordination between Departments and Divisions;
- Re-examination of Fee Schedule and looking at cost recovery;
- Consistency in plan check;
- Look at long range planning for the next three years
  - ✓ Amendment to Circulation Element of General Plan
  - ✓ Millbrae Station Area Specific Plan update
  - ✓ Housing Element
  - ✓ Parking Study for downtown
  - ✓ Zoning Code amendments
  - ✓ Amending current codes to be consistent with State law
  - ✓ Bicycle and Pedestrian Master Plan
  - ✓ Citywide Infrastructure Financing Plan
  - ✓ General Plan update

2. Update on the Millbrae Station Area Specific Plan (MSASP)

Community Development Consultant Marty Van Duyn presented a brief overview of the MSASP update. The update process is in part to take into consideration community preferences for land use and street design and to update the 1998 Specific Plan to reflect the changes in market conditions. It is anticipated that the MSASP Update will be adopted in spring of 2015.

To date there have been two Community Workshops and as a result, two land use and circulation alternative concepts were prepared by the consultant. What is being discussed tonight is the Draft Alternative which is a hybrid of the two alternatives. The Draft Alternative proposes a “TOD Flex” land use for the areas immediately surrounding the Station and to the west, east, and south. This TOD flex zone is intended to support a variety of uses that could be interchangeable in new projects in this area, including hotels, retail, offices or multi-family residential units. The “TOD Village” is more geared towards residential above retail along El Camino Real. Development in this area would continue along the current pattern.

Key Changes from the 1998 Specific Plan:

- Circulation;
  - ✓ Additional bicycle facility improvements and regional connections
  - ✓ Some minor changes to the roadway network south of Millbrae Avenue
- Land Use;
  - ✓ TOD Flex designation for more flexibility of uses near transit
  - ✓ Changes to potential hotel locations
- Development Program;
  - ✓ More housing units, office and retail square footage
  - ✓ New development in some areas that the 1998 Plan did not envision change
  - ✓ No development in area between Aviator Avenue and Highway 101.

**RECESS CITY COUNCIL**

There being no further business to discuss, the City Council recessed at 8:00 p.m. to their regular City Council Meeting in the Council Chamber, 621 Magnolia Avenue, Millbrae CA 94080

/s/ Angela Louis  
City Clerk

/s/ Wayne J. Lee  
Mayor