

**PLANNING COMMISSION  
REGULAR MEETING  
AGENDA REPORT**



**CITY OF MILLBRAE  
621 Magnolia Avenue  
Millbrae, CA 94030**

<p><b>SUBJECT:</b> Study Session to receive information on the design review permit application for the Gateway at Millbrae Station Project in advance of the future public hearing where the design review permit and master sign program will be considered for approval</p> <p><b>ATTACHMENTS:</b></p> <ul style="list-style-type: none"> <li>• Gateway at Millbrae Station Design Review Application</li> <li>• Master Sign Program</li> <li>• City Sign Options</li> </ul> <p>(all above attachments available for review and download at <a href="https://www.ci.millbrae.ca.us">https://www.ci.millbrae.ca.us</a>)</p>	<p><b>Report No.:</b> 8a</p>
	<p><b>For Agenda of:</b> October 15, 2018</p>
	<p><b>Address:</b> North of Millbrae Avenue, east of the rail lines on the Millbrae BART site, and south of the Highline Canal and the Bayside Manor neighborhood</p>
	<p><b>Property Owners:</b> Bay Area Rapid Transit District (BART) and City of Millbrae</p>
	<p><b>Applicant:</b> Republic Millbrae LLC</p>
	<p><b>Originator:</b> Tom Madalena, Community Development Deputy Director</p>
<p><b>Application submittal date:</b> April 2, 2018</p>	
<p><b>REPORT TYPE: ACTION</b> ___ <b>INFORMATIONAL</b> <u><b>X</b></u></p>	
<p><b>ITEM TYPE: PUBLIC HEARING</b> ___ <b>EXISTING BUSINESS</b> ___ <b>NEW BUSINESS</b> <u><b>X</b></u></p>	

**RECOMMENDATION**

It is recommended that the Planning Commission conduct a Study Session for the consideration of the design review application for the Gateway at Millbrae Station Project in advance of the future public hearing where the design review permit and master sign program will be considered for approval.

**BACKGROUND**

On April 10, 2018 the Millbrae City Council approved entitlements for the Gateway at Millbrae Station project for the development of a transit-oriented development (TOD) that once constructed will include 4 buildings on approximately 11 acres of the existing Bay Area Rapid Transit District (BART) surface parking lot at the Millbrae Intermodal Station. This mixed-use project includes commercial office, housing, retail and hotel uses that will take advantage of an opportunity site and as designed is expected to capitalize on an underutilized asset while providing benefits to the local community and region.

**DISCUSSION**

The City Council held a public hearing on April 10, 2018 for the Gateway at Millbrae Station Project (Project) and adopted an ordinance and resolutions establishing necessary entitlements for the Project. As part of overall development review and approval process, design review permitting is incorporated as defined in Article XXV Chapter 10.05.2500 of the Millbrae Municipal Code.

After obtaining entitlements and before moving into the building permit phase projects are required to obtain a design review permit. This component has been established for further vetting of approved projects by City staff and decision making bodies. This process confirms conformance with the intent of the entitlement approvals and design review policies within the Planning and Zoning Ordinance of the Millbrae Municipal Code while also ensuring compliance with the terms of the conditions of approval and development agreement (where applicable) for the Project.

Further consideration of the Project through Planning Commission design review shall allow for the review of architectural drawings showing plans and elevations which are to include the height, bulk and types of exterior colors, materials, and textures along with one perspective drawing that clearly illustrates what the structures will look like upon completion. Following approval of the design review permit the applicant shall not selectively alter or omit any aspects of said approval since doing so may result in denial of the certificate of occupancy or final inspection.

The Study Session on October 15, 2018 is being brought forward to the Planning Commission in order to provide an opportunity for the public and Planning Commission to receive information on the components of the project to be reviewed under the purview of design review permit approval. This Study Session is only informational and will not include action on the design review permit for the Project. The Project will be brought back to the Planning Commission for a duly noticed Public Hearing at which time action to approve the design review permit for the Gateway at Millbrae Station Project may occur.

This Study Session will focus on elements of the project that will be relevant to the Planning Commissioner discussions and evaluation at the future Public Hearing. Augmenting the typical design review permit process with this Study Session provides Planning Commissioners and the public with an opportunity to have additional time for the evaluation of the integral components of the Project which determine aesthetics and create the look and feel of the development once completely built and operational.

Included in the Study Session will be a quick overview of the existing Project approvals and scope of the design review permitting process. Presentations are to include the following aspects as time allows.

- Urban Design / Architecture Overview
- Architecture of each Building
- Signage (Master Sign Program and City Monument Sign)
- Landscape Design
- Public Art
- Questions and Answers

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