



MILLBRAE PLANNING COMMISSION DRAFT MINUTES

October 15, 2018

Millbrae Council Chambers – 621 Magnolia Ave., Millbrae, CA 94030

REGULAR MEETING: 7:00 p.m.

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL:** Present: Chair Davis, Vice-Chair Fung and Commissioners Joh, Quigg, and Wong. Interim Development Director Misner, Senior Planner Fielding, Assistant Planner Roberson and City Attorney Yan.

3. **AGENDA REVIEW:** Interim Development Director Misner recommended that Commission consider moving Staff Update 9a. Restoration of the Millbrae Community Center to directly before 8a Gateway of Millbrae Station Informational Item. Commissioner Quigg moved to approve, seconded by Fung. Approved 5-0.

4. **MINUTES:**

7/16/18 Minutes: Commissioner Joh motioned to approve July 16, 2018 minutes, seconded by Fung. Approved 3-0-2.

9/17/18 Draft Minutes: Commission requested continue to next meeting to make corrections and add Commissioner Fung comments. Staff agreed and will bring back for approval.

5. **PUBLIC COMMUNICATION:**

Nathan Chan: Owner of 151 El Camino Real. Spoke on the importance of Millbrae to meet is Regional Housing Need Allocation (RHNA) goals and hopes the Planning Commission will move forward and approve the design of Gateway at Millbrae Station and Millbrae Serra Station.

6. **OLD BUSINESS:** None.

7. **PUBLIC HEARINGS:**

- a. **35 CORTE ALEGRE: DESIGN REVIEW** to allow the renovation of first and second floor and a **SETBACK EXCEPTION** to allow less than the minimum required side second floor setback to an existing single-family residence located in a Single-Family (R-1) Zoning District. (Public Hearing)

Senior Planner Fielding presented Staff Report.

Commission Questions and Comments: Commissioners requested clarification on the number of stories, two stories or three stories. The Staff Report states first and second story with lower level but the plans indicated three stories. Staff explained that existing and proposed building is a split-level residence with three floors. A setback exception is requested because the first floor becomes the second floor at the rear of the building due to the steep exterior grade. Staff agreed to change the text in the Staff Report and Resolution to be consistent to the language used on the plans. The horizontal addition and renovation is on the first and second floors and there is no change on the third floor.

Applicant Presentation: The applicant presented the proposed project and the reason for the setback exception request. The owner also answered Commissioner's questions regarding the landscaping and the split-level rear, horizontal addition.

Public Comment: None

Commissioner Questions, Comments and Discussion: Commissioner Joh asked if the front façade would remain unchanged and applicant stated yes. Commissioner Wong asked if there were any landscape and drainage drawings and if the structural drawings were provided for the proposed rear piers. Staff stated none were required because the applicant is not changing the front landscape or drainage. The plans were checked by Building, Public Works and Fire and the

structural drawings will be reviewed by the Building and Public Works Department to ensure compliance with building requirements.

Commissioner Quigg motioned to approve the project, seconded by Fung. Approved 5-0. Chair Davis advised applicant of the 10 day appeal period.

- b. **1180 FERNWOOD DRIVE:** DESIGN REVIEW to allow for the demolition and construction of a new single-story residence in a Single-Family Residential (R-1) Zoning District. (Public Hearing)

Assistant Planner Roberson presented Staff Report.

Applicant Presentation: Applicant presented the project and explained the corrections made to the plans as requested.

Commission Questions, Comments and Discussion: Commissioner Quigg asked if there were any changes to the design. Applicant stated no, only corrections to plans. Commissioner Fung asked for clarification on the expansion of the building. Applicant stated that the project is expanding less than 30% with a new bedroom and expanded living area and the rest of the home is staying the same. Windows will be good quality vinyl Milgard windows. Commissioner Fung would like to see quality exterior materials, especially quality windows, and asked if there is an opportunity to use wood windows. Applicant stated that owners want to use a window by Milgard but will look nice quality-wise. The front door is a wood door. Commissioner Fung would like to see a wood window. Commissioner Joh has no issue with applicant using Milgard vinyl windows. Staff stated that Planning does not have design guidelines on this issue regulating window materials but can work with Commission on this if there is interest.

Public Comment: None

Commissioner Joh motioned to approve the project, seconded by Quigg. Approved 5-0. Chair Davis advised applicant of the 10 day appeal period.

8. **STAFF UPDATES:** Update on the Restoration of the Millbrae Community Center (**INFORMATION ONLY**)

Deputy City Manager and Finance Director DeAnna Hilbrants presented the Staff Report briefing and update on the Restoration of the Millbrae Community Center and the consultants provided a presentation on the project status, community outreach completed, design options and feedback and next steps for the project schedule.

Consultant Presentation: Consultants Dawn Merkes and Nicole Ghiselli (Group4-Architecture) presented a status update on the project. Update on work plan, design values, conceptual design options, and recommendation phase: completion of conceptual design. The proposed recreation Center will be basically where the previous building was located. Building a new 25,000 square feet, slightly larger than the previously designed building. It will have two stories with multi-use rooms with activities for children and active uses on the first floor and senior activities on the second floor. The crook in the design of the building came from the results of a wind study to protect the outside areas from the wind (patio and open spaces). Old building was almost 50 years old and was designed for different uses. Looking at designing for new uses. Consultant detailed all of the rooms and uses for the new recreation center.

Good access to drop-off and pick-up and first floor is for active uses and integrates with outdoor spaces on first and second floor. Second floor more classroom activities more quiet activities. All ADA accessible, multiple stairs as well as elevator to access the second floor. Goal for community outreach was to get feedback from a wide cross section of the community and this feedback informed the design options presented. Consultant presented the community outreach, the design options presented and next steps for the project schedule. Community wanted entry to integrate and open up to the park. For materials they reflect the site, integrate the building with the landscape, have active and passive spaces, and entry focal point. Last outreach completed this summer and this fall. Input from the outreach informed the three design options: offset gable, split gable and porch. Also three accent material design options were presented, base material stucco and wood and stone, masonry or terracotta for concrete.

Commission Questions, Comments and Discussion:

Commissioner Quigg asked why the Senior Center is located on the second floor as this makes access more difficult and in an emergency would be more difficult for seniors to evacuate. The applicant explained that the second floor senior room will be

accessed by an elevator and that the thinking on having the senior center on second floor was to provide a more quiet, calm environment separate from louder more active children's activities on the first floor. There are also two rooms available for senior activities not just one room.

Commissioner Fung asked if out of the three proposed roof design options there is a cost difference for maintenance. Applicant stated that all three plans are very durable and all materials are comparable for durability and maintenance. The building material is built to last 40-50 years. The porch style is best for photovoltaics but photovoltaics is also an option for the other two designs.

Commissioner Wong commended the applicants on the great job with community outreach for the project which provided an opportunity for the community to provide feedback and participate in shaping the design and the uses for the community center and has made a well-designed project.

Public Comment:

Marge Colapietro: Asked if there will be a stage for the community center. Applicant stated there will be a "raised platform" in the large grand room in the recreation center.

Bob Planthold: Is a public advocate for the physically disabled. The second floor of the new recreation center needs to have a clear area of refuge able to hold 15-20 people for evacuation in an emergency.

9. NEW BUSINESS:

- a. **GATEWAY AT MILLBRAE STATION:** 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 (**INFORMATION ONLY**)

Interim Development Director Misner presented the staff report.

Applicant Presentation: Several consultants including design and art consultants provided a presentation to the Commission about the multiple uses of the project, status of the project and at what stage the project is in the approval process. It is at the design approval process. The applicant has answered over 150 staff questions, numerous community meetings and workshops and presentation and the project received approval at City Council. The applicant then presented the project design and sign components and answered specific Commission and public questions from members of the public about who designed the art, what type of art and art materials proposed for the project and where the art would be located at the project site. Art consultant requested feedback and ideas regarding art installation and monument sign designs.

Public Comment:

Bob Planthold: Planning Commissioners need to look at the proposed project design from the perspective of accessibility. The project can have a positive impact for people with disabilities. The project can be a source of jobs for people with disabilities who have high underemployment and unemployment. The project can positively impact the local economy and represents a job opportunity and housing for people that do not live in Millbrae.

Chris Collins: Represents Local Union representing over 1,200 plumbers of San Mateo County and supports electrician and building trade apprentices. Really like the way the project looks. Urban Republic has agreed to work with local trade groups in construction of the project. Local 467 strongly supports and project and design and urges the Commission to approve the project to provide good jobs for working men and women in San Mateo County. Well planned project that will be beneficial to the community.

James Ruigomez: Represent the San Mateo County Building and Trades Council, comprised of 24 unions consisting of 16,000 skilled workers. Stand in support of the project and fabulous design. We support this project because the developer supports us and supports local families. The developer supports the working families' platforms, live and work in the county with livable salaries and will bring needed jobs for skilled workers in San Mateo County. The developer also has entered into a community benefit agreement to support apprentices and veterans for this projects. For all of these reasons support this project.

Ken Abreu: Represent the Central Peninsula Church Veterans Ministry who voices support for the project. Project will be milestone for Millbrae and the region and asked that you keep it moving forward.

Stephen Yeh: Resides at 88 South Broadway. Is pleased with the project and supports the project. All residents and neighbors are pleased with the project and the appearance of the project. Would like to thank Gateway and Republic Urban and staff for seeing this through.

Melanie Vejmeila: Has lived in the area from the beginning of this project. Hope that it moves forward because it is getting harder to live in the County. Can barely afford rent for family of four in Pacifica. We need this place for affordable housing. Need a home, not just a flat that is safe and this is what we need.

Nathan Chan: Has spoken in favor of the project before and is happy to see it moving forward and Commission is looking at Transit Oriented Development. Would like for Commission to look at connectivity; kind of isolated, can only get in from EL Camino Real and Rollins Road. Would like Commission to look at the project holistically. It is hard to get into and there is a need to improve the connections for pedestrians to get to the project site from El Camino Real. Those are my thoughts.

Milly Coogan: Also wants to talk about pedestrian access but looks pretty good. Like that buildings do not turn their back on any place in the project and walkway areas all around and well-lit for safety and like pathways through the parking lot area.

Commissioner Davis: No more speaker slips. Public Comment is closed.

Commission Questions and Comments:

Commissioner Joh: Thank you to all staff for your hard work. Would like to disclose that had one meeting with Mr. Moriarity to obtain more information. Requested to not receive materials from the applicant the day of the Planning Commission meeting. Wish that today's meeting on this topic was televised for the public to be engaged. Interim Director Misner: Would be happy to consult with the City Manager to see if future TOD meetings can be televised.

Commissioner Joh asked about the status of the Active Transportation Plan. Interim Development Director will check and get back to Commission on this.

Commissioner Joh asked the applicant if the intersection of Rollins and Millbrae Avenue was evaluated for safety. The applicant stated that several traffic studies were completed at the intersection including micro-simulations and evaluation of pedestrian safety. Commissioner Joh asked if the design and signage shown is final or is conceptual. Applicant stated that with the exception of the Gateway Sign, all signs conform to City Sign Ordinance and the Master Sign Program (MSP) is the submittal for design review. The City of Millbrae monument sign has three options and the applicant is looking for feedback from the Planning Commission. One comment on colors of the sign is that the colors should integrate or be more cohesive with the Millbrae Sign. Applicant stated that the Millbrae monument sign is very similar to the existing sign colors and material but can be changed based on feedback received. The other signage is distinctly branded for each building and integrates with the different buildings at the project site.

Veterans Housing

Commissioner Davis: The "Veterans Housing" sign needs a new name. Commissioner Joh agreed that a new name is needed and is important to the new building to give it a unique character. Applicant stated they will return with new name options.

Commissioner Fung: The Veterans Building should have a sign that better integrates with the colors and materials of the building. Applicant stated that all signs do integrate with the building materials and colors. The graphics in the presentation could be improved to better show this.

Commissioner Joh: The building looks like a warehouse with the metal siding. Like the swoop of the roof line but note warehouse look. Would like to see mock-up of the color to get a better idea of the building exterior color. Interim Development Director Misner stated that the applicant has a material board for the exterior material colors. Commissioner Davis likes the vertical siding of the building.

Art Installations and Materials

Commissioners discussed ground floor retail, paseo art, colors and variety of materials that will make pedestrians want to stay there. Commissioners were in agreement on liking the colors, textures, materials and variety of art throughout the paseo and pedestrian corridors throughout the project. Commissioner Quigg would like to see real grass. Applicant art sub-consultant stated that the grass selected has very real color, texture and quality material and maintains better than real grass.

Plan Sheet UD12: Commissioner Joh: Not a fan of metal gates. Would like to see more design options for design of the metal gates. Applicant stated that the fence has to have a tight mesh for safety, but can look at other design options and bring back.

Plan Sheet UD17: Commissioner Davis: Are there more camouflage designs? Would like to see options on utility screening with simpler designs, not the Rubiks cube style. Would like butterfly style, suggest more creative, clever design. Applicant stated that they were hoping to get a clear, fine plaster that does not hold as much dirt.

Entry Gantry Sign: Commissioners discussed the train design which they liked the idea and the location of the sign but would like to see more modern train design and also consider adding other transportation modes such as an airplane to represent the nearby SFO Airport.

Plan Sheet UD03: Commissioner Davis: The plans should say 90 units not 84.

Applicant thanked the Commission for their feedback and they will take all of the comments and return with revised designs and materials for next available Planning Commission meeting.

10. **COMMISSION COMMENTS:** Commissioner Joh will not be at the November 5, 2018 Planning Commission meeting. Commissioner Joh informed staff about complaints on Nextdoor regarding requirement to pay three years back taxes for operating Airbnb in Millbrae. Feels like people are being penalized for registering, whereas people who do not register will not pay their back taxes. This issue will come up at City Council meetings. City Attorney (Jarret Yan): When the Ordinance was passed one of the priorities from Council was that residents pay their back taxes. The City Attorney stated that the City considers the operation of these Airbnb rentals a hotel use and therefore the property owners are subject to the Transitory Occupancy Tax (TOT) for past three years in operation.

11. **ANNOUNCEMENTS:** None.

12. **ADJOURNMENT:** 11:00 pm