

**PLANNING COMMISSION  
STUDY SESSION  
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 Millbrae Serra 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>• Millbrae Serra Station Design Review Permit Application</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.: 8a</b></p>
	<p><b>For Agenda of:</b> November 5, 2018</p>
	<p><b>Address:</b> West side of the Millbrae Intermodal Station, east of El Camino Real and bounded by El Camino Real and Serra Avenue to the west; Linden Avenue to the south; the Millbrae Station to the east; and single family homes fronting on Hemlock Avenue and a commercial property located at 210 El Camino Real</p>
	<p><b>Property Owners:</b> Vince Muzzi</p>
	<p><b>Applicant:</b> Millbrae Serra Station, LLC</p>
	<p><b>Originator:</b> Bradley Misner, Interim Community Development Deputy Director</p>
<p><b>Application submittal date:</b> May 4, 2018</p>	
<p><b>REPORT TYPE: ACTION ___ INFORMATIONAL <u>X</u></b></p>	
<p><b>ITEM TYPE: PUBLIC HEARING ___ EXISTING BUSINESS ___ NEW BUSINESS <u>X</u></b></p>	

**RECOMMENDATION**

It is recommended that the Planning Commission conduct a Study Session for the consideration of the design review application for the Millbrae Serra 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 24, 2018 the Millbrae City Council approved entitlements for the Millbrae Serra Station project for the development of a transit-oriented development (TOD) that once constructed will include 3 buildings on approximately 3.53 acres in the area east of El Camino Real and bounded by El Camino Real and Serra Avenue to the west; Linden Avenue to the south; the Millbrae Station to the east; and single family homes fronting on Hemlock Avenue and a commercial property located at 210 El Camino Real. This mixed-use project includes residential, office, and retail 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 24, 2018 for the Millbrae Serra 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 perspective drawings that illustrate 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 November 5, 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 Millbrae Serra 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 for additional to evaluate the 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
- Signage
- Landscape Design
- Questions and Answers

## **RECOMMENDATION**

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