



# MILLBRAE PLANNING COMMISSION MINUTES

November 19, 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 Quigg, Wong and Joh.

3. AGENDA REVIEW: No changes

4. MINUTES:

10/15/18 Draft Minutes: Commissioner Joh requested spelling correction for Erardi. Commissioner Wong motioned to approve with correction, seconded by Joh. Approved 5-0.

11/5/18 Draft Minutes: Commissioner Joh requested spelling correction for Marge Colapietro. Commissioner Quigg to approve with correction, seconded by Wong. Approved 4-0-1 (with Commissioner Joh abstaining)

5. PUBLIC COMMUNICATION: None.

6. OLD BUSINESS: None.

7. PUBLIC HEARINGS:

a. 320 EAST MILLBRAE AVENUE:

Senior Planner Fielding presented the 320 East Millbrae Avenue project and staff recommendation. Staff recommended adding a condition allowing beer and wine sales between 6am to 2am (subject to Millbrae Police Bureau and California Department of Alcoholic Beverage Control (ABC) requirements). Additional conditions were added addressing taller vegetation and trees in the landscaped areas adjacent to Millbrae Avenue.

**Applicant Presentation:** Applicant presented the project for demolition of the existing structures and construction of new fuel station and convenience store.

**Commission Questions:** Commissioner Wong asked if traffic circulation was examined as part of the new design of the fuel station to reduce traffic impacts to traffic and cut-through traffic coming off of Highway 101 off-ramp and with increase of traffic from the TOD #2 project. Commissioner Fung expressed concern about speeding. Commissioner Wong asked about traffic circulation and pedestrian access to the site. The applicant stated the design of the project was based on providing convenience for traffic and pedestrian circulation and access to the site. Staff noted that a traffic circulation study examining traffic circulation and volume before and after the proposed project, was completed by a consultant and the study concluded that there would be no significant impacts to traffic and circulation from the proposed project. In addition, the applicant is providing additional parking for the convenience store.

Commissioner Wong asked whether loading zones will be provided for truck fuel loading and to consider future garage bays to service cars. Staff noted that yellow loading zones are not required or needed at the project site. The applicant stated the fuel truck will enter from Aviator Avenue entry driveway. Regarding future garage bays, the existing service bays are not in use and the applicant does not have plans to add service bays at the site. Commissioner Wong asked about landscaping and bio-retention for the site. The applicant stated that the project includes bio-retention areas, landscaping and new trees in addition to the staff recommendation to add taller shrubs along Millbrae Avenue and trees at the southeast corner of the lot.

**Public Comment:** None.

**Commission Questions, Comments and Discussion:** Commissioner Fung asked if fuel station with convenience store is allowed under MSASP. Staff stated yes, is allowed to continue as an existing non-conforming use and service station has operated with a valid conditional use permit for over 45 years at current location.

Commissioners discussed the shift of the fuel dispenser alignment, traffic circulation and access into and out of service station. Applicant stated that existing driveways into and out of the service station will remain and the new north-south alignment will create 8 lanes available with more options for drivers to fuel than the current east-west fuel dispenser alignment. Commissioners asked about Electric Vehicle (EV) charging stations. Two Commissioners felt there should be 5-6 EV charging stations and the convenience store should have a coffee shop or restaurant so that customers can wait while charging their vehicles. Other Commissioners felt that adding additional EV charging stations and recommending coffee shops/restaurants was beyond the purview of the Planning Commission. The applicant stated that they are in the business of selling gasoline not EV charging, although they are working on a pilot program with a partner to install an EV-charging station in the future. The applicant also stated that the convenience store will sell specialty Seattle coffee and other food items.

Commissioners discussed extensively pedestrian access to the service station and convenience store from the back of the property from Camino Millenio. Commissioners Quigg and Wong recommended adding convenience store logo and wayfinding signage and sufficient pedestrian lighting along the west side of the building and trestle with crawling vines along the north side of the convenience store wall to make it look more aesthetically pleasing (avoidance of blank walls) and inviting to future residents to access from TOD#2 buildings to be located nearby. Applicant and staff noted that there is an existing sidewalk connecting the rear of the property to the convenience store that would remain. Applicant agreed to provide crawling vines/vegetation to the north side of the store and wayfinding and store signage to the west side of the store.

*Commissioner Quigg motioned to approve the project with special conditions: beer and wine sale hours, taller vegetation and trees for landscaping, west side store signage/logo and lighting and north side store crawling vines, as recommended by staff and Commissioners, seconded by Joh. Approved 4-1. Chair Davis advised applicant of the 10 day appeal period.*

**b. 311 PARAMOUNT DRIVE:**

Assistant Planner Linda Roberson presented 311 Paramount Drive project and staff recommendation. .

**Applicant Presentation:** Applicant presented the proposed project and the request for the Floor Area Ratio (FAR) exception due to the large easement area on the lot.

**Commission Questions:** Commissioner Joh asked for how the easement area was discounted from the overall Floor Area Ratio (FAR) requirement. Commissioner Wong asked for clarification of overall square footage of the proposed home, who owned the easement and expressed that the house appears very large in comparison to neighboring homes. Commissioner Davis stated that the SF Public Utility Commission (PUC) owns the easement. Commissioner Fung asked whether the rear one third of the lot meets the open space requirement. Roberson stated that she would need to investigate some of the questions and get back to the Planning Commission.

Applicant stated that the project is designed to go over FAR with exception request but they are happy to reduce the square footage to reduce the FAR. Staff stated that the square footage of the applicant's home includes the area of the garage, which is not included in the calculation of the square footage of homes in neighboring communities.

**Public Comment:**

315 Paramount: Neighbor not opposed to project but concerned with flooding from next door. Staff stated that the applicant will ensure that all drainage is directed to permeable surfaces on-site.

**Commission Questions, Comments and Discussion:** Commissioners expressed concern that the FAR for the proposed project would be considerably higher than the required 55% FAR maximum. Applicant stated that an FAR exception is requested because of the large easement and requirement to add two car garage causes the design to exceed the FAR.

Commissioner Joh noted that the plans indicate a new two-car garage and asked whether the applicant would consider a one-car garage to reduce the FAR. Applicant stated this would be ideal and would prefer one car garage and one car side driveway surface parking. Commissioners discussed design changes to reduce the FAR, provide one car garage and reduce the building height. Commissioners agreed that the applicant should reduce the size of the home to 3,340 square feet which when including the easement area in the lot size calculation, allowing a one car garage and one surface parking space in order would then enable the project to be reduced in size and height and the FAR to meet the 55% maximum and reduce height. Commissioners asked the applicant how much time would be needed to revise the design. Applicant stated two to three weeks. Staff recommended continuance to a date certain at the February 4, 2019 Planning Commission meeting.

*Commissioner Fung motioned to continue the project to a date certain at the February 4, 2019 to allow the applicant to revise the design to reduce the FAR to 55%, reduce the height and design for one car garage, seconded by Joh. Approved 5-0. Chair Davis advised applicant of the 10 day appeal period.*

8. **STAFF UPDATES:** Staff is actively using a new internal computer system software for tracking projects called Tyler New World. Commission Fung has received complaints that there is nowhere to see the active projects in Millbrae and suggested an active projects list be added to the City website. Staff stated they would look into this. Commissioner Quigg asked if there were any updates on the Verizon small cell site projects. Staff stated that three project sites were withdrawn by Verizon Wireless and one is returning to the December 3, 2018 Planning Commission meeting.

9. **NEW BUSINESS:**

- a. **PLANNING COMMISSION WORK PLAN:** Review, amend as necessary and recommend approval of the Work Plan for Fiscal Year (FY) 2018-2019.

Tom Madalena presented the Staff Report. Staff recommended adding Task 3: Downtown El Camino Real Priority Development Area and Active Transportation Plan to be adopted September 2019; Task 4: Development Fee update that would apply to El Camino Real and Downtown Specific Plan; and Task 5: Draft Wireless Communication Facility Guideline Ordinance.

**Commission Questions, Comments and Discussion:** Commissioners discussed the staff recommended work plan tasks and whether TOD #1 and TOD #2 should be kept on the list to indicate that the Planning Commission accomplished design review for these projects. Staff mentioned that they were left off because these two projects are mostly completed. Commissioners discussed and recommended adding the following tasks to the work plan: streamlining permit review to allow over the counter permits for small decks and interior remodeling projects; Municipal Code and Zoning Ordinance updates; adding more public noticing for proposed larger development projects; updating the Ordinance for Accessory Dwelling Unit (ADUs); Review of the Tree Ordinance and other Committee plans to make sure these are consistent with planning standards; review of corner lot Design Review requirements, and to bring back an analysis of how well the 2<sup>nd</sup> floor design review ordinance has been functioning with the implementation of the policy.

Staff stated public noticing for larger projects could be added under Task 2. Staff suggested adding Task 6 for the ADU Ordinance update. Commissioner Quigg noted that research between Planning staff and Commissioners was done previously to update the Municipal Code for ADU's and Commissioners can provide the information researched to staff.

10. **COMMISSION COMMENTS:**

11. **ANNOUNCEMENTS:** Commissioner Davis announced the Saturday, December 1, 2018 City tree lighting ceremony. There will be stars available for purchase for the Community Foundation and complimentary sweets will be served.

12. **ADJOURNMENT:** 10:27 pm