



# MILLBRAE PLANNING COMMISSION MINUTES

January 24, 2019

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 and Wong; absent Quigg.
3. **AGENDA REVIEW:** No changes
4. **MINUTES:** 12/3/2018 Minutes. Joh commented Minutes are too wordy. Director commented that staff is revising format to be action minutes and consistent with Council minutes format. *Commissioner Davis motioned to approve seconded by Fung. Approved 4-0.*
5. **PUBLIC COMMUNICATION:** None.
6. **OLD BUSINESS:** None.
7. **PUBLIC HEARINGS:**
  - a. **210 VALLEJO DRIVE:** DESIGN REVIEW PERMIT to allow the construction of a new two-story residence located in the Single-Family Residential (R-1) Zoning District. (Public Hearing)

Senior Planning Fielding presented the project and staff recommendation.

**Applicant Presentation:** Applicant presented the project to the public and Planning Commission.

**Commission Questions, Comments and Discussion:** Commissioners requested an explanation of the floor plan design and how neighbor concerns about views were addressed in the residence design.

**Applicant Response:** The residence is designed for retirement home with master bedroom and recreation room downstairs with bedrooms upstairs when family visits. The two-story residence will be within existing building footprint. The applicant worked extensively addressing neighbor concerns by modifying the pitched roof to a flat roof, reduce building height to minimize view impacts and removed front windows facing west towards condominium owners to reduce light pollution at night. Story poles and view photos indicate how view impacts are not significant.

**Public Comment:** Comments received from fourteen (14) citizens concerned with view impacts and loss of property value. (Names of commenters available upon request). Public comment closed.

**Applicant Response:** Applicant made numerous compromises and adjustments to the plans to address neighbor concerns about views and privacy. Neighbors were given opportunity to provide feedback to the applicant after story poles were installed. Applicant agrees with staff that impacts to views are less than significant.

**Commission Questions and Discussion:** Commissioners discussed the extensive outreach effort and significant modification of plans from pitched roof to flat roof the applicant provided to address neighbor concerns. Commissioner Joh asked if expanding rear single-story addition was considered to avoid construction of second story. Commissioners Fung, Davis and Wong agreed that significant changes to design made to accommodate neighbors and reduced impacts to view as less than significant. Staff noted that rear single-story addition was suggested but property owner wanted to preserve backyard patio and there is a 1,000 square foot rear open space requirement that limited floor area available.

*Commissioner Fung motioned to approve with conditions, seconded by Wong. Approved 3-1 (Joh deny). Chair Davis stated there is a 10-day appeal period.*

- b. **141 MAGNOLIA:** DESIGN REVIEW PERMIT to allow the construction of a two-story second unit in the Duplex Residential (R-2) Zoning District. (Public Hearing)

Senior Planning Fielding presented the project and staff recommendation.

**Applicant Presentation:** Applicant presented the project to the public and Planning Commission. The property owners are adding space for their three daughters' families to move into the rear duplex.

**Commission Questions, Comments and Discussion:** Commissioners asked clarification on proposed scope of work. Staff clarified that the existing front single-family residence will remain and new rear attached second unit will be constructed. Commissioners asked about parking and driveway access to the rear two-car garage for the duplex. Consider safety bollard next to house front corner along driveway. Commissioners Joh and Wong suggested adding landscaping improvements to side and front yards.

**Public Comment:** Comments received from one speaker whose mother lives adjacent to proposed project, concerned with construction noise, health impacts from dust on his mother, impacts to her garden and repair of side fence adjacent south side residence. (Names of commenter available upon request). Public comment closed.

**Commission Questions and Discussion:** Commissioners asked if a property survey was done for the project. Commissioners discussed the neighbor concerns regarding construction noise, dust and repair of fence. Staff noted that that conditions of approval require the applicant adhere to construction hours and follow construction best practices to minimized dust and debris during construction.

**Applicant Response:** Applicant stated a property line survey has been completed for the project. The owner is willing to add conditions of approval to: rebuild fence prior to construction, improve front and side yard landscaping, paint the exterior of the existing single-family home, and add decorative window shutters to west elevation.

*Commissioner Joh motioned to approve with conditions, seconded by Fung. Approved 4-0. Chair Davis stated there is a 10-day appeal period.*

8. **STAFF UPDATES:** Development Director introduced Bernadette Kunz as the new CDD Department Administrative Assistant. Discussed upcoming MSASP projects. Noted that on Feb. 4 will have the work program return for the hearing. The second meeting in February canceled due to Presidents Day Feb. 18<sup>th</sup>. Tom Madalena announced the upcoming training for Commissioners on Jan. 21<sup>st</sup> and noted that all five Commissioners are scheduled to attend. 21 Elements is sponsoring the training to help cities coordinate and develop strategies for new housing development. Commissioners asked for update on the Transit Oriented Development (TOD) project, wireless cell site Ordinance and the Millbrae General Plan. Development Director provided an update on these projects and plans. Commissioner Wong asked if submitted projects are incorporating General Plan elements in their designs. Director stated that developers are being encouraged to integrate concepts proposed in the Action Plan, Priority Development Plan and General Plan, especially for proposed projects located in the El Camino Real corridor. Commissioner suggested the wireless cell Ordinance be prioritized. Staff advised prioritizing this in the Planning Commission work plan.
9. **NEW BUSINESS:** None.
10. **COMMISSION COMMENTS:** Commissioners thanked staff for all their hard work on many projects underway in Millbrae.
11. **ANNOUNCEMENTS:** Commissioner Wong announced the upcoming Lunar New Year parade and festival from 10:00 AM to 4:00 PM on March 2, 2019. Festival to be held next to the Millbrae Library. Chair Davis announced "A Gatsby Affair" 2<sup>nd</sup> Annual Millbrae Education Foundation Gala to be held from 6 PM to Midnight at the Hilton SFO in Burlingame on March 2, 2019 to support Millbrae schools. Mills High School 60<sup>th</sup> Anniversary event occurring on Saturday, January 26, 2019.
12. **ADJOURNMENT:** 10:08 pm