



MILLBRAE PLANNING COMMISSION MINUTES

February 4, 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, Quigg.
3. **AGENDA REVIEW:** No changes
4. **MINUTES:** None
5. **PUBLIC COMMUNICATION:** None.
6. **OLD BUSINESS:** None.
7. **PUBLIC HEARINGS:**
 - a. **311 Paramount Drive:** DESIGN REVIEW PERMIT to allow for the addition and renovation of an existing two-story split level, single-family residence and FLOOR AREA RATIO (FAR) EXCEPTION allowing more than the maximum allowable square footage in a Single-Family Residential (R-1) Zoning District. (Public hearing) (Continued from 11/19/2018 planning commission hearing.)

Planner- L. Roberson presented the project, exceptions, updates from November 18, 2018 and design review for Planning commission and staff recommendations. Removal of one covered car port, but 2 additional parking spaces are required, replaced by surface parking space. Asking for additional sq. ft. of 1,330 sq. ft. No change made to rear of property and easement. Reduced from 470 to 390 Sq. Ft. Proposed revision: Revised-FAR does not exceed 3,344 Sq. Ft. or 55% when easement is included. Addition is to rear of lot. Changing Flat roof to Pitch. 5 proof of neighbor consultations submitted w/ revised plans, all in support.

Applicant Presentation: Represented the designer (No name given). Thanked the planner for great presentation and that she touched on his comments. Happy Lunar New Year.

Commission Questions, Comments and Discussion: Can edits and requirements be made? Can staff update 8 x 16 minimum parking space? Need further clarification of previous vs. revised and comparison of sq. footage directed to staff. Concerns of easement; Was previous easement excluded? Zoning requirements and research was completed by staff. Commissioners requested clarification on easements. Staff explained process when easement is excluded. It is removed based on 10% of existing lot area. Easement is owned by Water Department. Applicant requested exception due to large size of the easement. Why is there an exit door from Family Room? Wet bar-no Stove? Is it intended to be rental/ADU? 1,200 Sq. Ft is needed for ADU to be legal. Will there be little excavating and will the crawl space remain? Yes.

Applicant Response: Regarding the Family room door this is to allow easy access to yard. Also, for a 2nd Access to the 2nd floor on Deck. Wet bar and no stove-will eliminate elderly parents from climbing stairs.

Public Comment – None

Applicant Response: None

Commission Questions and Discussion: Request for story board. Staff: story board was distributed at last meeting but staff can provide that to Commissioners. Commission is comfortable with the exception allowing counting the easement. Allowing it more than 10%. Is a stamp needed on drawings? No requirements for re-model on residential. No licensed architect required, only if over 4 stories and commercial property. Threshold was 3,344 and is now 3,001. Commissioner

Quigg feels strongly that parking is extremely important and is disappointed in uncovered parking spaces and believes there should be two covered parking spaces. Are no exceptions being made, only allowances? Staff responded that parking spaces required are provided, two spaces, but one of them is uncovered. Also, landscaping and/or hardscape could allow six cars inside gate. This would leave sufficient parking. Commissioner Fung asked applicant to consider applying for an ADU for the future.

Commissioner Fung motioned to approve, seconded by Joh, Quigg-No. Vote-Pass 4-1. Chair Davis stated there is a 10-day appeal period.

8. **PUBLIC COMMUNICATION:** **Milly Coogan**-223 Richmond Dr, **Subject:** Work Plan. Thanked the committee for their good work. Excited and looking forward to seeing the downtown ECR plans. **Davis:** Closed

9. **NEW BUSINESS:**

Planning Commission Work Plan Fiscal year 2018-2019: Review and recommend that the Millbrae City Council approve the Planning Commission Work Plan for Fiscal Year (FY) 2018-2019. (Copy of Task List can be provided upon request).

- a. **(ACTION)** - Presented by T. Madalena – Concept of work plan requested and recommended by Commission/Council November 19; December 3, 2018 (continued) meetings and aligned with staff plan. 7 Tasks presented (Description/List can be provided upon request) Task 1 Advisory, Task 2 Municipal Code, Tasks 3-7 (Task 5 being Wireless Communications) ordinances requested by Council to be priorities.

Commission Questions, Comments and Discussion: Commissioners discussed Work Plan tasks #1-7 and which of the following tasks should be prioritized: ADU Ordinance, wireless design guidelines and Transit Oriented Development projects design review and Downtown Specific Plan. Concerned about how to prioritize tasks. Staff suggested that if all agree these are the 7 tasks the Commission would like to focus on, staff can come back with a proposed time frame to work on these tasks as an information item. Staff intensive tasks will be wireless guidelines and ADU Ordinance which will be done in-house. Commissioner asked about their involvement in the recreation center rebuild. Staff stated that there is not a task before Commission for involvement in the recreation center. Commissioners requested staff evaluate putting a list of project status information on the website for public disclosure. Request to clarify process between staff and commissioners for completion of work plan tasks. Commissioners agreed that wireless design guidelines and ADUs should be prioritized on the Work Plan. Staff would also like to have information item to discuss with Commissioners the MMC design review permit thresholds for staff review of projects versus requirements for Planning Commission approval.

Commissioner Quigg Motioned to recommend to the City Council approval as discussed with the changes. Second by Davis. Vote-Pass-5-0.

10. **STAFF UPDATES:** Commission asked availability for February 25, 2019 special meeting to consider formal Design Review Permit for Gateway Millbrae Station (TOD2). Do we have quorum for that evening? Bernadette, as mentioned before has joined the staff to help organize and that CDD is moving forward with the hiring of a new junior assistant planner. When asked about capacity to do things, it is very optimistic for this year. Draft for cell cite is going to City attorney this week and will be setting up meetings with the public to receive input.
11. **COMMISSION COMMENTS:** Is it not another study session? But does it have to go back to City Council again? Yes. For both TOD projects, City Council wants to have the final hearings. Why study sessions? So they were able to give feedback to the project applicants prior to them coming forward with their formal hearing. When it comes before us, will it have direction from the City Council? Yes and Planning Commission. Will a vote be needed? It's the application for the design review permit and will go up for vote by the Planning Commission, then City Council for final vote.
12. **ANNOUNCEMENTS:** Fung: Today is the Chinese New Year, would like to wish everyone a Happy New Year. Year of the Boar. Wishing everyone a healthy and prospuous new year. Millbrae festivities for Chinese/Lunar New Year will be March 2nd for a

street fair and parade. PCB is March 9th. Rotary is February 22nd. **Joh:** Shredding party/ E-waste recycling is set for April 20, 2019 at Mills High School. 10:00AM to 1PM.

13. ADJOURNMENT: 9:25 P.M.