

**PLANNING COMMISSION
WORK PLAN FY '16-'17**
Adopted: July 18, 2016



CITY OF MILLBRAE
621 MAGNOLIA AVENUE
MILLBRAE, CA 94030

PLANNING COMMISSION

The City Council established the Planning Commission to advise the City Council on certain Land Use matters and act upon applications specified as follows:

Municipal Code 2.10.020

- A. After the public hearing thereon, recommend to the city council the adoption, amendment or repeal of master, general or precise plans, or any part thereof, for the physical development of the city.
- B. Exercise such functions with respect to land subdivisions, planning and zoning as may be prescribed by ordinance.

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City Council Priorities Work Plan (Matrix)

(Attachment)

PLANNING COMMISSION

FY 2016-2017 Work Plan Tasks

TASK

Brief Description

Task 1: Advisory Body to the City Council. As an on-going activity, serve as the recommending and decision making body for Land Use planning matters as defined in the Planning and Zoning Ordinance. Process applicant requests in a manner consistent with City policies, procedures, guidelines, customer service objectives, and land use objectives. Keep abreast of current and emerging issues in the field.

Task 2: Municipal Code. As an on-going activity, identify updates to the zoning ordinance which assist the City and applicants. Efforts to streamline permit review, reduce ambiguity in the Code, respond to objectives identified in the Economic Development Plan, implement General Plan and Housing Element and address any changes in state Law.

Task 3*: Millbrae Station Area Specific Plan. To address City Council Priorities, review the Multimodal Multi-Agency Comprehensive Station Access Plan. Provide recommendations to the City Council. Review entitlement applications for the Millbrae Station Area Specific Plan.

Task 4*: Downtown Economic Development Plan. To address City Council Priorities, participate in review of Use Permits, Design Review and other activities which may be within the purview of the Planning Commission.

Task 5*: General Plan/Planned Development Area. To address City Council Priorities, serve as the advisory body to the City Council. Hold meetings and review and make recommendations to staff and consultants at defined milestones for the General Plan and the Planned Development Area. Make recommendations to the City Council regarding the plans.

*** City Council FY 2016-2017 Priority**

PLANNING COMMISSION FY 2016-17 Work Plan

Task 1: Advisory Body to City Council

Completion Date: On-going

Participants: Planning Commission Members

Suggested Resources: Zoning Code, General Plan and other adopted studies and guidelines with relevance to Land Use decisions.

Steps to Completion: Hold regularly scheduled meetings. Attend joint sessions with the City Council. Keep abreast of issues affecting Land Use in the City. Receive and review journals relevant to the field and attend training as may be available.

Fiscal Commitment: Staff Time and services and supplies budget for copying, noticing, educational materials and training

Staff Role: Provide support and liaison to the Planning Commission

Council Role: Receive Planning Commission recommendations

PLANNING COMMISSION FY 2016-17 Work Plan

Task 2: Municipal Code

Completion Date: June 2017

Participants: Staff, affected stakeholders

Suggested Resources: Municipal Code

Steps to Completion: Conduct an evaluation of the Municipal Code for implementation of: the General Plan, City Council Strategic Plan and/or Budget; and to correct inconsistencies, reflect current law or other reason, in order to facilitate application of City policy and regulations. Provide analysis and recommendations to the Planning Commission for consideration and recommendation to the City Council.

Fiscal Commitment: Staff Time and services and supplies budget

Staff Role: Provide analysis to the Planning Commission and other City Committees/Commissions as appropriate.

Council Role: Receive the Planning Commission recommendations and determine action to be taken.

PLANNING COMMISSION FY 2016-17 Work Plan

Task 3*: City Council Priority – Multimodal Multi-Agency Comprehensive Station Access Plan (Millbrae Station Area Plan)

Completion Date: FY 2016-2017

Participants: Staff, Transit Agencies, affected stakeholders

Suggested Resources: Planning Division, Public Works Department

Steps to Completion: Review the Multimodal Multi-Agency Comprehensive Station Access Plan and make recommendations to the City Council. Receive and review the applications for entitlements within the plan area and make recommendations to the Planning Commission and City Council. Process entitlements for projects.

Fiscal Commitment: Capital Improvement Program and Staff Time supported by developer fees

Staff Role: Provide analysis and recommendations to the Planning Commission and City Council

Council Role: Receive the Planning Commission recommendations and determine actions to be taken.

* Detail provided in Matrix

PLANNING COMMISSION FY 2016-17 Work Plan

Task 4*: City Council Priority – Downtown Economic Development Plan

Completion Date: Throughout FY 2016- 2017

Participants: City Council, Planning Commission, staff.

Suggested Resources: General Plan, other City documents and Planning Studies, Municipal Code

Steps to Completion: Conduct an evaluation of the Municipal Code for implementation of Economic Development Plan implementation. Meet milestones for public meetings and document delivery. Hold public meetings before various Committees/Commissions and the City Council. Receive and review recommendations from consultants..

Fiscal Commitment: Staff Time, Consulting Contracts, City CIP funding

Staff Role: Provide analysis to the Planning Commission

Council Role: Receive Planning Commission recommendation and determine action to be taken.

* Detail provided in Matrix

PLANNING COMMISSION FY 2016-17 Work Plan

Task 5*: City Council Priority – General Plan/Planned Development Area Plan

Completion Date: Throughout FY 2016- 2017

Participants: City Council, Planning Commission, staff.

Suggested Resources: 1998 General Plan, other City documents and Planning Studies, Municipal Code

Steps to Completion: Meet milestones for public meetings and document delivery. Hold public meetings before various Committees/Commissions and the City Council. Receive and review recommendations from consultants. Meet milestones required for Grant compliance.

Fiscal Commitment: Staff Time, Grant funds and other City funds

Staff Role: Provide analysis to the Planning Commission

Council Role: Receive Planning Commission recommendation and determine action to be taken

* Detail provided in Matrix

PLANNING COMMISSION WORK PLAN
City Council Priorities FY 2016-2017

City Council Priority - Make Significant Progress on the Millbrae Station Area Specific Plan				
	Project/Issue	Actions	Milestones/Deliverables	Date
1				
2				
3				
4				

City Council Priority - Initiate Downtown Economic Development Plan				
	Project/Issue	Actions	Milestones/Deliverables	Date
1				
2				
3				
4				

City Council Priority – Make Significant Progress on the General Plan				
	Project/Issue	Actions	Deliverables	Due Date
1				
2				
3				
4				