

MILLBRAE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
MEETING AGENDA
January 15, 2026
6:00 P.M.

In Person Meeting Location:

Chetcuti Room
450 Poplar Avenue
Millbrae, CA

Members of the public are encouraged to provide comments. To maximize time for public comment, speakers are subject to a 3-minute time limit unless otherwise determined by the Chair.

MATERIALS RELATED TO AN AGENDA ITEM THAT ARE SUBMITTED TO THE ECONOMIC VIATLITY ADVISORY COMMITTEE AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC INSPECTION IN THE PLANNING DIVISION AT 621 MAGNOLIA AVENUE, MILLBRAE, CA 94030, MONDAY–FRIDAY FROM 8:30 A.M. TO 5:00 P.M.

CALL TO ORDER THE REGULAR MILLBRAE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING

ROLL CALL

Land Acknowledgement

The Millbrae Planning Commission acknowledges that we occupy the unceded ancestral, traditional, and contemporary homeland of the Ramaytush Ohlone peoples, who are the original inhabitants of the San Francisco Peninsula. We wish to pay our respects to the Ancestors and Relatives of the Ramaytush Community and to affirm their sovereign rights as First Peoples. We recognize that the Ramaytush Ohlone have lived in harmony with nature for millennia, and that to achieve a truly ecologically sustainable future for Millbrae, we must embrace Indigenous traditional ecological knowledge in how we care for the city’s lands, waters, and all its people. We will continue to uplift and foster a meaningful relationship with the Ramaytush Ohlone community, and we encourage all to visit www.ramaytush.org to learn more about the Ramaytush Ohlone people.

<!--[if !supportLists]-->**1.** <!--[endif]-->**AGENDA REVIEW**

<!--[if !supportLists]-->· <!--[endif]-->Introduction of new
Community Development Director, Brad Misner.

<!--[if !supportLists]-->**2.** <!--[endif]-->**APPROVAL OF MINUTES**

<!--[if !supportLists]-->· <!--[endif]-->[Regular Meeting Minutes of
October 16, 2025. – ACTION](#)

<!--[if !supportLists]-->3. <!--[endif]-->**PUBLIC COMMUNICATION**
Reserved for persons wishing to comment on any item not appearing on the agenda. Fill out a speaker request slip and turn it into the Committee Staff. Public Communication is limited to no more than thirty (30) minutes, with each speaker given no more than three (3) minutes. If more than ten (10) speakers are present, speakers' time shall be reduced so that all speakers have an equal time to speak. Although we welcome and encourage public communication, the views or information presented by the speakers are not necessarily the views of the Economic Vitality Advisory Committee or the members of the public in Millbrae.

<!--[if !supportLists]-->4. <!--[endif]-->**NEW BUSINESS**

<!--[if !supportLists]-->· <!--[endif]-->Potential date change for 2026 EDAC meeting series

<!--[if !supportLists]-->o <!--[endif]-->At the October 2025 EDAC meeting Chair Guerin requested that this item be added to the 1/15/26 agenda.

<!--[if !supportLists]-->5. <!--[endif]-->**EXISTING BUSINESS**

<!--[if !supportLists]-->· <!--[endif]-->Fiscal Year 2025-2027 EDAC Workplan – updates and next steps

<!--[if !supportLists]-->o <!--[endif]-->**Workplan Task 1 – Advisory Body to the City Council**

<!--[if !supportLists]-->· <!--[endif]-->Ongoing task

<!--[if !supportLists]-->o <!--[endif]-->**Workplan Task 2 – Education and Outreach for Small Businesses**

<!--[if !supportLists]-->· <!--[endif]-->**Tuesday, November 18, 2025, 5:30-7:00pm – Millbrae Small Business Mixer & Networking Event:** *A networking event that will bring together local business owners, community members, and stakeholders, and spotlight a Renaissance client whose journey reflects the spirit of entrepreneurship in the area.*

Learnings and feedback from this event.

<!--[if !supportLists]-->· <!--[endif]-->**Tuesday, January 27, 2026, 5:30-7:00pm - Legal Entity Formation:** *A class designed to equip aspiring and early-stage entrepreneurs with the knowledge needed to make informed decisions about structuring their businesses. The class will cover the key differences between sole proprietorships, partnerships, LLCs, and corporations, and will walk participants through the legal and tax implications of each. By the end of the session, attendees will have a clearer understanding of which entity best aligns with their business goals, risk tolerance, and growth plans.*

There will not be a small business workshop on 1/27/26, but Chair Guerin will present alternate topics from her coordination with Renaissance and SBDC for future small business education workshops.

<!--[if !supportLists]-->o <!--[endif]-->**Workplan Task 3 –**

Promote Downtown Enhancements and Services

Community Benefits District is still on pause.

Workplan Task 4 – Collaborate with Millbrae Chamber of Commerce

Update from EDAC members who attend Chamber meetings

6. **UPDATES AND ANNOUNCEMENTS**

Next regular EDAC meeting is scheduled for February 19, 2026

Martin Luther King, Jr. Day of Service Event

ADJOURNMENT ECONOMIC DEVELOPMENT ADVISORY COMMITTEE