



City of Millbrae

Planning Commission Recruitment Information Workshop

**April 28, 2021
6:00 pm**



Introduction of City Staff

Tom Williams , City Manager

Michael Conneran, Assistant City Attorney

Darcy Smith, Community Development Director

Roscoe Mata, Planning Manager

What is the Planning Commission?

The Planning Commission consists of five members appointed by the City Council and serve at the Council's pleasure

Each member shall serve for a term of four years and must be a qualified elector of the City (registered voter)

Time of service shall not exceed three four-year terms

The duties and responsibilities of the Planning Commission are granted to it by ordinance or resolution of the City Council and includes such additional powers and authority as may be provided for by the laws of the State of California

Planning Commission Overview

Serve as the recommending and decision making body for land use planning matters as defined the State of California Government Code and Millbrae Municipal Code

Hold open public meetings follow Brown Act rules

Adhere to “Robert’s Rules of Order”

Quasi-judicial body that ensures due process and impartial decision making free from bias and conflicts of interest

Decisions based on the facts of the item, substantial evidence in the record, and required findings for action, not on politics or vocal opposition



Planning Commission Mission Statement

"Enhancing the quality of life in our community, providing great services, encouraging community engagement, fostering economic growth, and embracing cultural diversity in a safe environment"

When does the Commission meet?

The Commission meets on the first and third Mondays of each month

Whenever a regular meeting falls on a public holiday, that meeting is rescheduled to another business day

Meetings start at 7:00 p.m. and typically run less than 2 hours

Meetings are currently conducted on zoom, but are typically conducted in the Council Chambers at City Hall

Special meetings held as needed

What other time is involved for a Commissioner?

Review of meeting packets, which are distributed on Fridays before the meetings

Annual attendance at required trainings and recommended conferences, such as the League of California Cities Planners Institute and other local regional meetings on planning topics

Completion of annual Statement of Economic Interests for disclosure of financial interests – Form 700

Responding to requests for public records including communication such as emails or texts

Ethical Requirements

Pursuant to the adopted Bylaws, all members are duty-bound to:

Uphold the sworn oath taken when appointed to serve

Fully comply with all applicable federal, state, and local statutes regarding disclosure of assets, open meeting practices , and other ethics based requirements

Act in good faith and conscience using professional expertise, personal experience , and common sense based upon the best available information, observation, and testimony and within established legal limits and authority

Ethical Requirements

Pursuant to State Law, all members are required to:

Complete two hours of ethics training per AB 1234

Disclose their financial interests using FPPC Form 700

Avoid participating in decisions in which they have a financial interest

Other bylaw requirements

Pursuant to the adopted Bylaws, the Commission acknowledges the uniqueness of each individual and supports human dignity by:

Ensuring equal opportunity to all members of the community

Regarding a diverse community as a resource that enriches everyone through the sharing of different perspectives, experiences, and ideas

Prohibiting all forms of oppression and exclusion of diverse individuals and/or groups, and encouraging everyone to communicate and behave in a manner that is sensitive to the differences, interests, and viewpoints of others

Removing barriers to effective teamwork through collaboration, problem-solving, and the constructive resolution of conflicts irrespective of physical, mental, social, cultural, or economic differences

Role of The Planning Commissioner

“By far the greatest and most admirable form of wisdom is that needed to plan and beautify cities and human communities.”

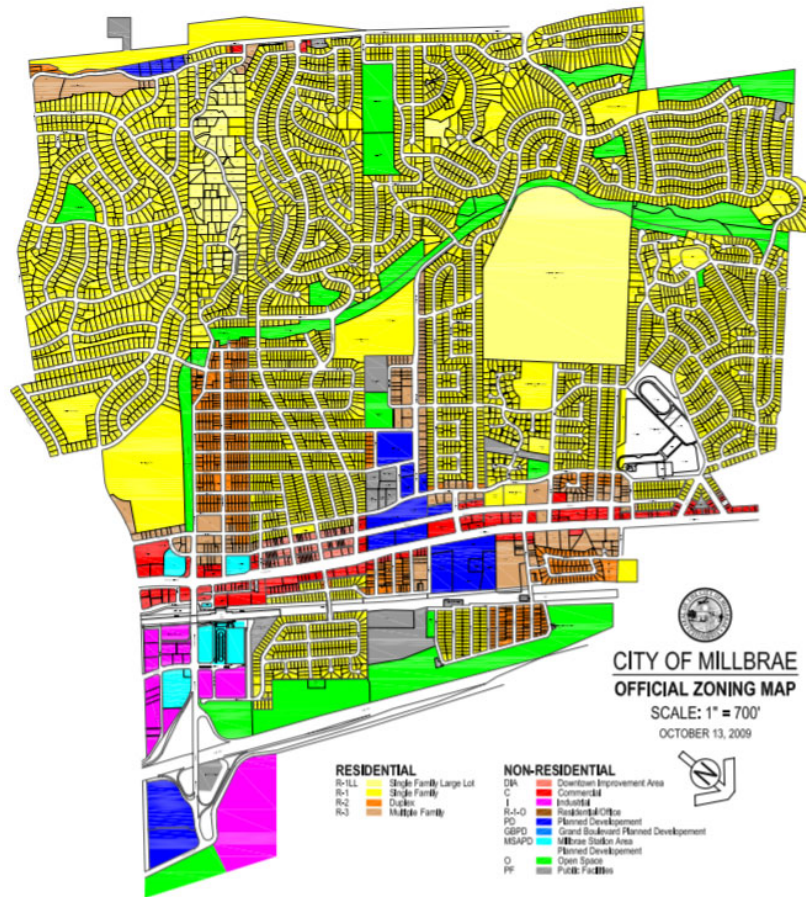
—Socrates

WHY BE A Planning Commissioner?

One of the most important volunteer roles in the City

Responsibility for balancing individual property rights with the public interest

Make complicated decisions about long term projects that affect the future of the community for decades to come



Planning Commission – Advisory Role

The Commission reviews and makes recommendations to the City Council on the following:

Amendments to the Millbrae General Plan

Amendments to the Millbrae Station Area Specific Plan

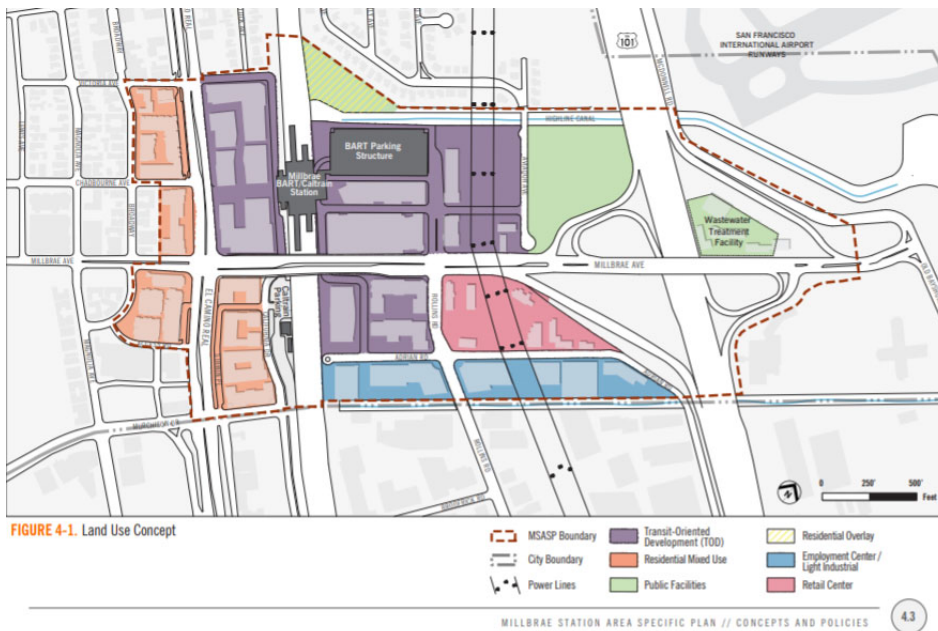
Amendments to the Zoning Code, including project-related requests for changes in zoning districts for private properties

Planning Commission – Advisory Role

The Commission reviews and makes recommendations to the City Council on the following:

Subdivision Maps

Amendments to the Sign Ordinance or Subdivision Code



Planning Commission – Decision Maker Role

The Commission reviews and acts upon the following:

Proposals to develop/redevelop large/complex projects;

Proposals to subdivide private property;

Proposals to construct or modify a new building or home;



Planning Commission – Decision Maker Role

The Commission reviews and acts upon the following:

- Proposals to construct some signs or establish a Master Sign Program;

- Proposals to deviate from standard requirements (Use Permits, Variances, and Exceptions);

- Related documents required under the California Environmental Quality Act; and

- Consideration of various special studies and reports.



Planning Commission – Decision Maker Role

Certain Decisions of the Planning Commission are “adjudicatory” in nature:

Conditional Use Permits, Zoning Variances, Design Reviews

Adjudicatory decisions have certain procedural requirements:

Commissioners must disclose outside contacts (ex parte communications)

Commissioners must maintain an open mind on matters until decided in an official meeting

Commissioners should avoid taking firm stands on such matters, as it may require that they be disqualified due to a lack of objectivity



What has the Commission done recently?

Reviewed and made a recommendation to the City Council on the new Accessory Dwelling Unit Zoning Ordinance

City Council approval of an amendment to the Millbrae Station Area Specific Plan to permit biosafety level 2 life science uses in designated areas near the intermodal station

Approval of Design Review Permits for new single family homes and additions and other projects

Upcoming Major City Initiatives with Planning Commission review

General Plan and Downtown/El Camino Real Specific Plan including the Housing Element Update and a program EIR

Active Transportation Plan

Single Family, Duplex, and Triplex Design Standards and related Zoning Code Updates to improve residential design review

Affordable Housing On-Site and Fractional Fee Ordinance and Affordable Housing Commercial Linkage Impact Fee Ordinance and resolutions

Update Millbrae Station Area Specific Plan with revision of images

SIMULTANEOUS PLANNING EFFORTS

Overarching policy framework that will guide citywide growth and development over the next 25 years

2040 General Plan

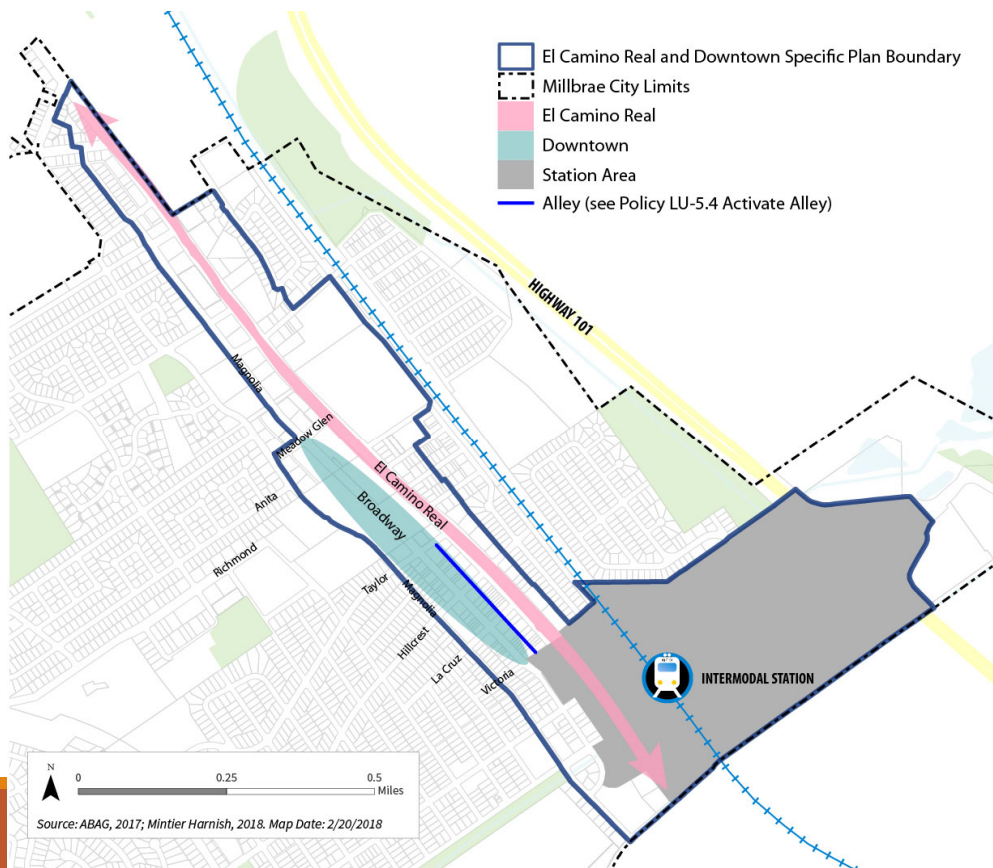
Citywide bicycle and pedestrian master plan that will enhance circulation and connectivity

Active Transportation Plan

Policy framework and design standards for the El Camino Real corridor and Downtown district

El Camino Real and Downtown Specific Plan

Downtown and El Camino Real SPECIFIC PLAN

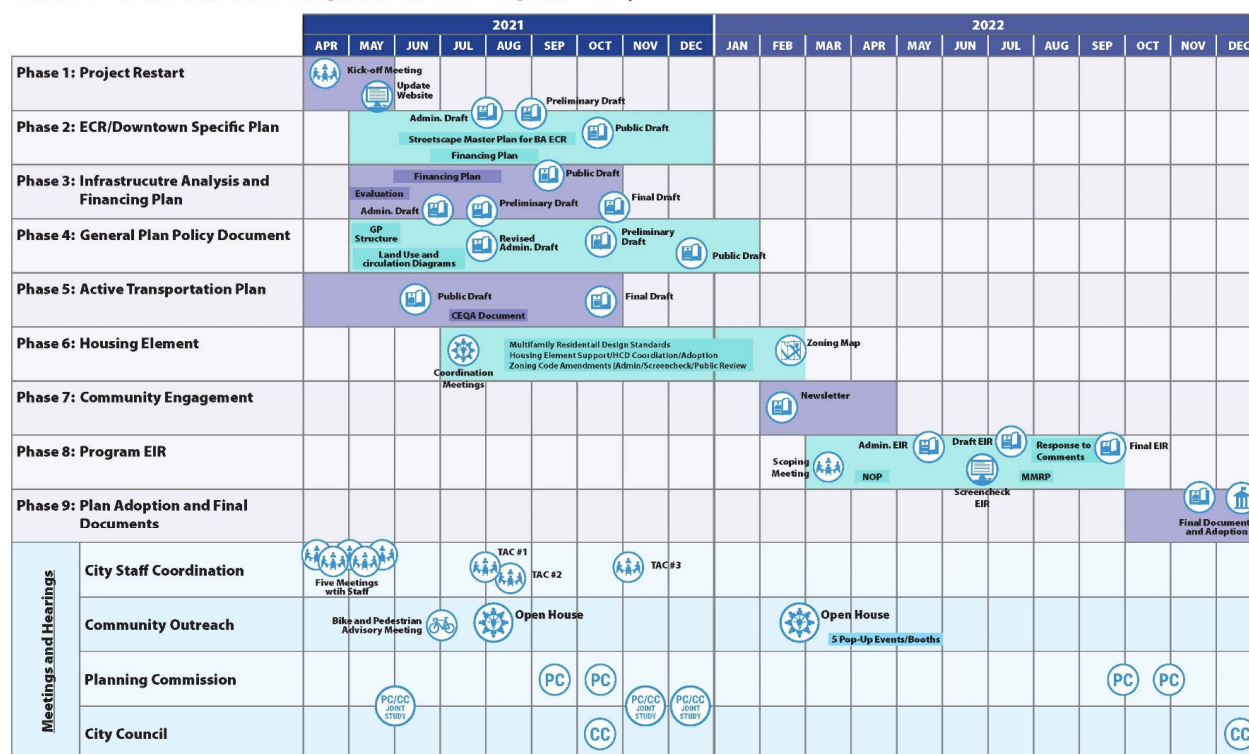


The Downtown and El Camino Real Specific Plan will provide for a wide variety of uses including residential, retail, hotels, employment center/light industrial, public facilities, and mixed use



General plan plus - Schedule

Millbrae General Plan, ATP, Housing Element, and PDA Specific Plan | Schedule



April 2021

How to prepare to be a Commissioner

Requires commitment to ensuring a promising future of the community coupled with hard work, the patience to listen, and the willingness and ability to make decisions

Gain an understanding of the following topics:

- Zoning and Subdivision law
- The California Environmental Quality Act (CEQA)
- Planning Commission procedures and Bylaws
- Authority and duties of the Planning Commission
- Legal aspects of Planning Commission conduct
- Standards for Planning Commission decision-making
- Brown Act and Roberts Rules of Order

RESOURCES FOR LEARNING

City Website

<https://www.ci.millbrae.ca.us/>

Cal Cities

<https://www.cacities.org/>

Institute for Local Government

<https://www.ca-ilg.org/>

QUESTIONS?

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