



# City of Millbrae

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## Planning Commission Recruitment Information Workshop

April 28, 2021  
6:00 pm



# Introduction of City Staff

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**Tom Williams** , City Manager

**Michael Conneran**, Assistant City Attorney

**Darcy Smith**, Community Development Director

**Roscoe Mata**, Planning Manager

# What is the Planning Commission?

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

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

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Time of service shall not exceed three four-year terms

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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

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**"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?

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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?

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

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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

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

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



# Ethical Requirements

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**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

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**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

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**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

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

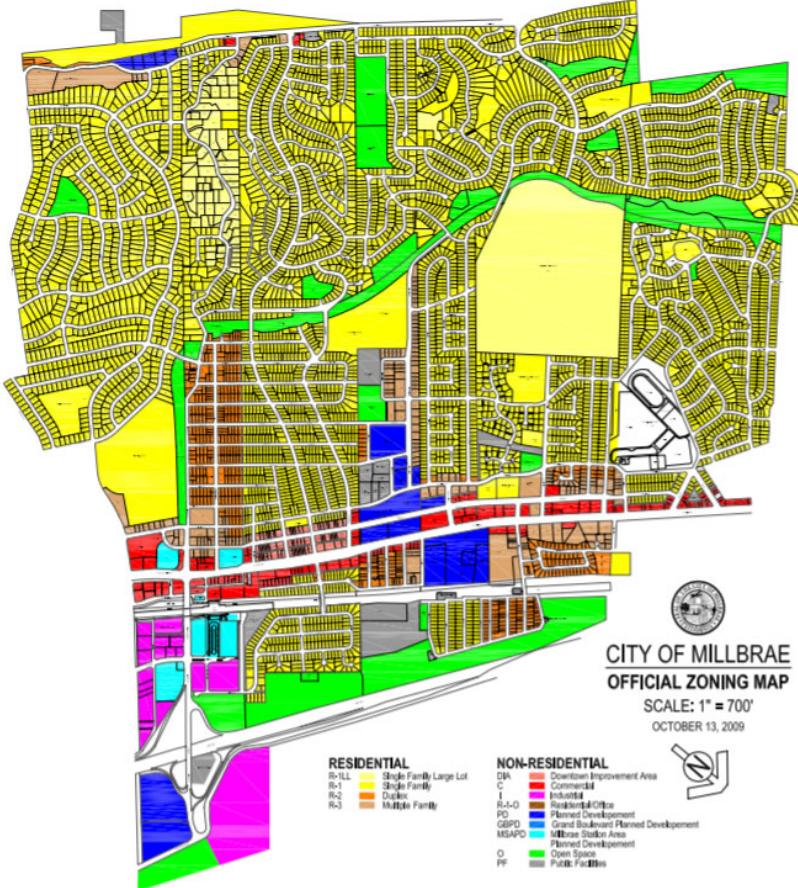
—Socrates

## 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

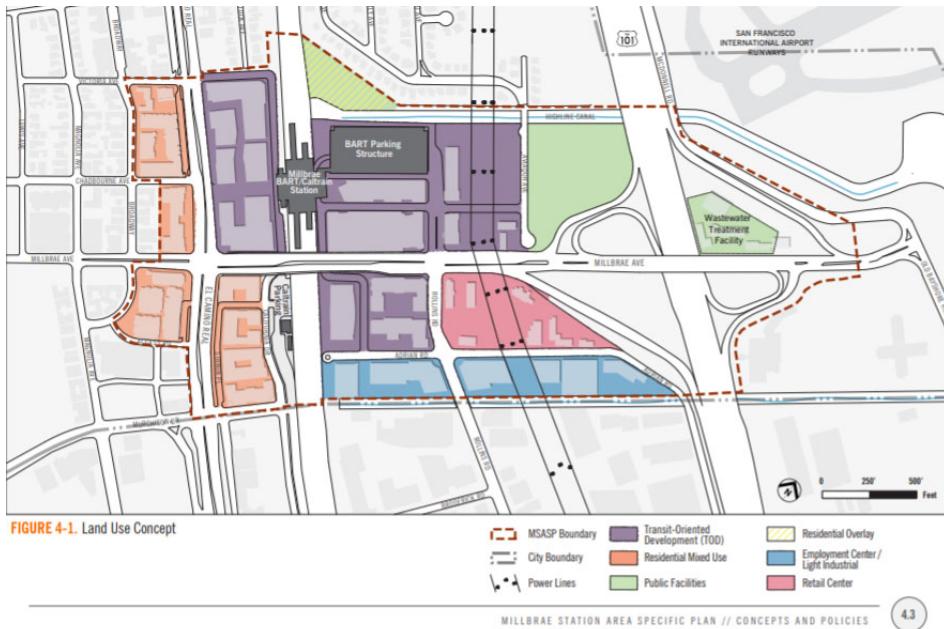
Amendments to the Zoning Code, including project-related requests for changes in zoning districts for private properties

# 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

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**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?

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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

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

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Active Transportation Plan

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

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

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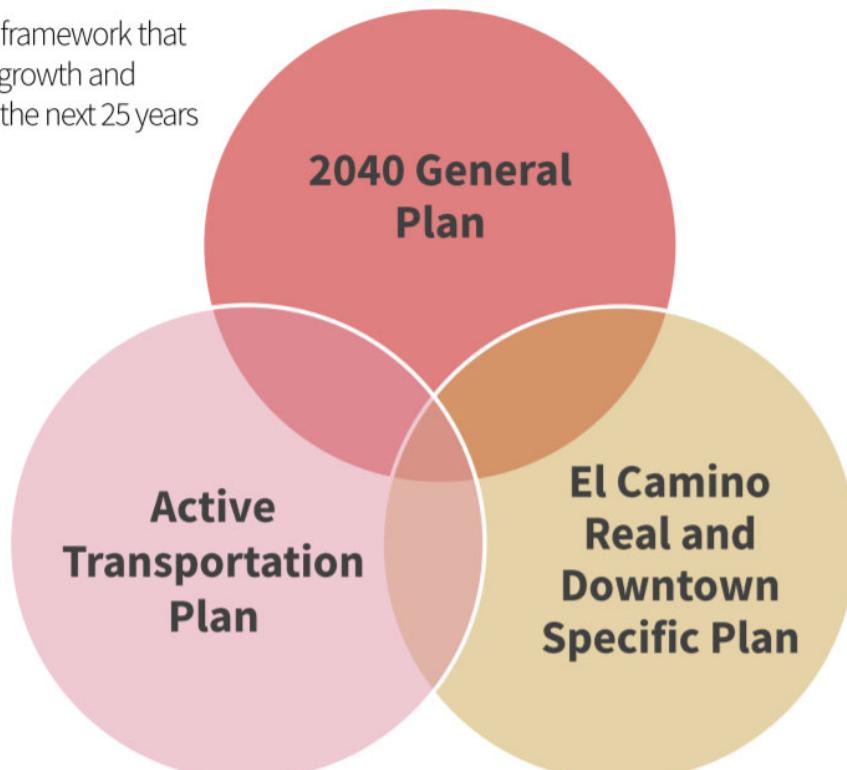
Update Millbrae Station Area Specific Plan with revision of images



# SIMULTANEOUS PLANNING EFFORTS

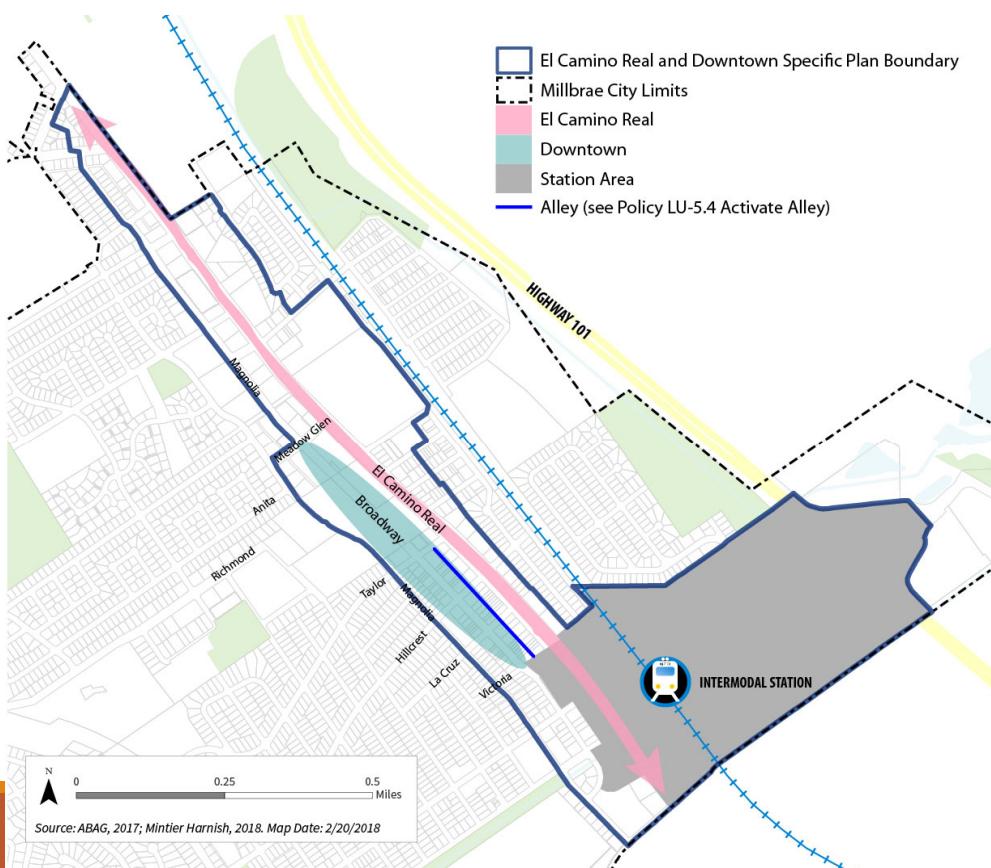
Overarching policy framework that will guide citywide growth and development over the next 25 years

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



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

# 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

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Phase 1: Project Restart</b>		Kick-off Meeting Update Website						Preliminary Draft													
<b>Phase 2: ECR/Downtown Specific Plan</b>				Admin. Draft Streetscape Master Plan for BA ECR Financing Plan				Public Draft													
<b>Phase 3: Infrastructure Analysis and Financing Plan</b>				Financing Plan			Public Draft														
<b>Phase 4: General Plan Policy Document</b>			Evaluation Admin. Draft	GP Structure Land Use and circulation Diagrams		Preliminary Draft		Final Draft													
<b>Phase 5: Active Transportation Plan</b>			Public Draft CEQA Document			Final Draft															
<b>Phase 6: Housing Element</b>			Coordination Meetings		Multifamily Residential Design Standards Housing Element Support/HCD Coordination/Adoption Zoning Code Amendments (Admin/Screencheck/Public Review)			Zoning Map													
<b>Phase 7: Community Engagement</b>								Newsletter													
<b>Phase 8: Program EIR</b>							Scoping Meeting	Admin. EIR NOP	Draft EIR						Response to Comments MMRP	Final EIR					
<b>Phase 9: Plan Adoption and Final Documents</b>										Screencheck EIR							Final Documents and Adoption				
<b>Meetings and Hearings</b>																					
<b>City Staff Coordination</b>			Five Meetings with Staff		TAC #1	TAC #2	TAC #3														
<b>Community Outreach</b>			Bike and Pedestrian Advisory Meeting		Open House			Open House		5 Pop-Up Events/Booths											
<b>Planning Commission</b>			PC/CC Joint Study		PC	PC	PC/CC Joint Study	PC/CC Joint Study								PC	PC				
<b>City Council</b>					CC											CC					

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

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## **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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City Manager

**Darcy Smith**  
Community Development Director

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