



Community Enhancement Guide



Community Development Department Code Enforcement

(650) 259-2440

codeenforcement@ci.millbrae.ca.us

Millbrae Community Enhancement Advisory Committee

Website: <https://www.millbraeceac.org/>

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PURPOSE OF THIS PAMPHLET:

This brochure is intended to help you better understand Millbrae's codes which help encourage and preserve safe, healthy, and attractive neighborhood environments which protect the value of your property.

The sections that follow list various areas regulated by the Millbrae Municipal Code and California Vehicle Code. We hope you will read each one to become familiar with the standards and regulations that help keep Millbrae *Our Place in the Sun*.

Listed in each section is the City Department responsible for administering the regulations. Please feel free to call them when you have a question, or a concern that cannot be resolved by your own efforts.

Whom Can I call if I'm Unsure of the Proper Department?

Call the City's Community Development Department at (650) 259-2440 if you are unsure of which Department to contact.

Neighborhood Mediation Program

The Peninsula Conflict Resolution Center operates a free mediation program for resolving disputes between neighbors. The Mediation Program can be reached at (650) 345-7272.

Millbrae's Community Enhancement Advisory Committee

This brochure has been prepared with the encouragement and support of the Millbrae Community Enhancement Advisory Committee. The Commission's purpose is to maintain and enhance the beauty of Millbrae.

The Community Enhancement Advisory Committee typically meets the first Tuesday of the month at 6:30 p.m. Please reference the city website/calendar for changes to location and time. You are welcome to attend their meetings and share your views.

Important Regulations That Help Promote Safe, Healthy, and Attractive Neighborhoods

Cars/Trucks

The Millbrae Police Bureau (Sheriff's Department) handles complaints about parking violations and abandoned vehicles in the public right-of-ways.

If you wish to file a complaint about these matters, please call [\(650\) 259-2300](tel:6502592300) or contact the Millbrae Police Bureau at 581 Magnolia Avenue.

Street Parking

Vehicles parked on the street must be in running condition. If not operable, they will be towed by law enforcement officials. Under California Vehicle Code 22651(k), a police officer has the legal right to remove any vehicle that has been parked on a highway for more than 72 consecutive hours. Cars parked on the street for more than 72 hours also will be considered abandoned under California law.

Vehicles must also have current license and registration. Always park your vehicle on the right-hand side of the street unless it is a one-way street.



Parking on Your Property

Vehicles parked on the driveway must be in running condition. Storage of inoperable, abandoned, wrecked or dismantled vehicles, including recreational vehicles are deemed to be a visual blight to the neighborhood, constitute a public nuisance, and are not allowed on private property. MMC§6.25.050.F(a)

Storage of trailers, campers, recreational, commercial or any other vehicle, boat or mobile equipment must be parked in driveways and other paved surface on private property when visible from a public right-of-way. MMC§6.25.050.F.7(c)

Car Repair

You can work on your own personal car in your driveway, but only for a short time. The vehicle must be registered at that address.

Sidewalk Blockage:

A vehicle cannot block a sidewalk or any other public right-of-way.

Large Commercial Trucks:

Commercial trucks and trailers (semi-trucks) cannot park on the street in a residential neighborhood except when loading or unloading. Failure to comply with the State Vehicle Code Sections and City Regulations can result in your vehicle being towed. Call the Millbrae Police Bureau at [\(650\) 259-2300](tel:6502592300).

Campers, RV's, Boats, & Trailers:

Campers, trailers, and boats may be parked in the driveway provided that they are in proper operational condition. Such vehicles must also adhere to the above regulations and must be parked on paved surfaces, not on the lawn or dirt area. These types of vehicles must not be parked on the street for more than 72 hours and must be parked so that they do not diminish clear vision zones for vehicular and pedestrian traffic. Be considerate and park your RV responsibly.

Trash Carts

Use only approved South San Francisco Scavenger trash, yard waste, and recycling carts. These carts should be placed in front of a residence or business no more than 12 hours before time of collection and must be removed -- and stored out of public view - no later than 12 hours after collection. Sidewalks must not be blocked. Call the Community Development Division at (650) 259-2440 regarding enforcement of trash container codes.

Street Trees

Pruning or removal of trees in City right-of-way may not be done without a permit. **Only tree-trimming professionals -- acting under City supervision -- are allowed to work on trees.** There is no fee for the permit and can be found at the website below: <https://www.ci.millbrae.ca.us/departments-services/public-works/parks-division>.

Shopping Carts

The City's Shopping Cart Ordinance requires local merchants, who provide shopping carts for their customers to either: hire a retrieval service for daily pickups or must institute measures which prohibit carts from leaving the store's premises. Call the Community Development Division at (650) 259-2440 to report shopping carts abandoned in excess of 48 hours.



Graffiti

The City's Community Preservation Ordinance prohibits graffiti. If you see graffiti on private property, please report to the Community Development Division at (650) 259-2440. To report graffiti on public property or the public right-of-way, please call Public Works at (650) 259-2374.

NEIGHBORHOOD WATCH

Enhance your area's positive sense of community by forming and maintaining a Neighborhood Watch Program. Call the Police Department at (650) 259-2300 for further information regarding this program.

Instructions on how to report your concerns to Community Development: Please call the Community Development Staff at (650) 259-2440 and have the following information readily available:

1. Exact street address where the problem is located. —
2. Specific description of your complaint, such as vehicle information, type and location of stored debris, business activity, etc.
3. If you wish to receive follow-up information, provide your name, address, and telephone number. (This information is kept confidential and is not mandatory.)

Complaints will be investigated within a few days in the order they are received. If the complaint is a valid violation, the City will send a Courtesy Notice or Notice of Violation to the property owner(s) to allow them an opportunity to correct the violation. Voluntary compliance is the ultimate goal of the City. However, if the owner(s) fail to correct the violation, the City may issue a Final Notice and Warning before proceeding with issuing administrative citations or other legal actions to obtain compliance.