



**PLANNING COMMISSION  
WORK PLAN FY '17-'18**  
Adopted by the City Council:  
07/25/2017

**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.

**City Council Priorities for FY 2017-2018:**

- Make significant progress on the Millbrae Station Area Specific Plan (implementation)
- Implement downtown economic development plan
- Develop infrastructure plan process/budget
- Improve public safety
- Make significant progress on the General Plan
- Rebuild Community Center

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## PLANNING COMMISSION

### FY 2017-2018 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, implement the Millbrae Station Area Specific Plan. Provide recommendations to the City Council. Review entitlement applications for the Millbrae Station Area Specific Plan.

**Task 4\*: Implement 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\*: Rebuild Community Center.** To address City Council Priorities, one member of the Committee shall serve on the Advisory Committee for the Community Center Rebuild project. Provide input and guidance to the Consultants and City Council.

**Task 6\*: 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 2017-2018 Priority

## **PLANNING COMMISSION FY 2017-18 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 2017-18 Work Plan**

**Task 2:** Municipal Code

**Completion Date:** June 2018

**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 2017-18 Work Plan**

**Task 3\*: City Council Priority – Millbrae Station Area Specific Plan**

**Completion Date:** FY 2017-2018

**Participants:** Staff, Transit Agencies, affected stakeholders

**Suggested Resources:** Planning Division, Public Works Department

**Steps to Completion:** Implement the Millbrae Station Area Specific 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.

## **PLANNING COMMISSION FY 2017-18 Work Plan**

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

**Completion Date:** Throughout FY 2017- 2018

**Participants:** City Council, Planning Commission, staff.

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

**Steps to Completion:** Review of Use Permits, Design Review and other activities which may be within the purview of the Planning Commission.

**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.

## **PLANNING COMMISSION FY 2017-18 Work Plan**

**Task 5\*: City Council Priority – Rebuild Community Center**

**Completion Date:** Throughout FY 2017- 2018

**Participants:** City Council, Parks and Recreation Commission, Community Center Rebuild Advisory Committee, Consultants, staff.

**Suggested Resources:** Meeting materials and studies prepared as part of the process for the Community Center Rebuild Project.

**Steps to Completion:** One member shall serve on the Advisory Committee which will meet on six (6) occasions and whose role is to provide oversight and act as a project sounding board as well as act as community ambassadors for the project. Advisory Committee member will relay and update the status of the project back to the Planning Commission as a whole. Meet milestones for meetings. Receive and review recommendations from consultants. Make recommendations to Consultants and City Council.

**Fiscal Commitment:** Staff Time, other City funds as appropriate

**Staff Role:** Provide analysis to the Planning Commission.

**Council Role:** Receive recommendations regarding the Community Center Rebuild and determine action to be taken.

## **PLANNING COMMISSION FY 2017-18 Work Plan**

**Task 6\*: City Council Priority – General Plan/Planned Development Area Plan**

**Completion Date:** Fall 2018

**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