



**PLANNING COMMISSION  
AGENDA REPORT**

**CITY OF MILLBRAE  
621 Magnolia Avenue  
Millbrae, CA 94030**

<b>SUBJECT:</b> Review and recommend that the Millbrae City Council approve the Planning Commission Work Plan for Fiscal Year (FY) 2018-2019  <b>ATTACHMENTS:</b> <ul style="list-style-type: none"><li>• Planning Commission Work Plan FY 2018-2019</li></ul>	<b>Report No. 8.b.</b>
	<b>For Agenda of:</b> December 3, 2018
	<b>Originator:</b> Tom Madalena, Community Development Deputy Director

<b>REPORT TYPE: ACTION</b>
<b>ITEM TYPE: NEW BUSINESS</b>

**RECOMMENDATION**

Staff recommends that the Planning Commission review and recommend that the Millbrae City Council approve the Planning Commission Work Plan for Fiscal Year (FY) 2018-2019.

**DISCUSSION**

The Millbrae Planning Commission (PC) is tasked with overseeing critical City functions and makes decisions and determinations on certain land use matters before the City for potential action.

In order to best carry out the functions and role of the Planning Commission, the City Council has adopted a Planning Commission Work Plan FY 2018-2019 that included Tasks 1 and 2 (attached to this report). City Council directed staff to work with, and receive input from, the PC in order to amend the work plan with additional tasks to accomplish the Council priorities in the Draft FY 2018-2019 Work Plan. The additional tasks are intended to align with the adopted Council priorities for the Planning Commission and are as presented in Tasks 3-7 in the attached Draft Work Plan for FY 2018-2019.

Prior to presenting the FY 18/19 Work Plan to the PC, staff reviewed the priorities listed by the City Council and prepared additional tasks that are in alignment with those priorities. The additional tasks were then presented to the Planning Commission at the November 19<sup>th</sup> PC meeting for consideration. Based on the discussion and feedback provided by the Planning Commission at the November 19<sup>th</sup> meeting, staff has revised the attached Draft Work Plan FY 18/19 to now include the additional tasks for approval as requested by the PC. Once the Work Plan has been recommended for approval by the Planning Commission, it will then go back to the City Council for final approval.



## **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 2018-2019:

- Present action items for evaluation and determination by Council as soon as possible regarding the Priority Development Area (PDA), to include updated fee schedules and assessments, to mirror or reflect those established in the Millbrae Station Area Specific Plan (MSASP) developments to start no later than June 12, 2018.
- Commitment to infrastructure improvements and sustainability of streets, water, sewer and storm water systems - Public Works Department will deliver Capital Improvement Program (CIP) by May 22, 2018 for review at City Council Study Session.
- Community Center Update – Replacement of valuable and needed resource. Maintain timeline for Community Center design, evaluate funding options and make decision for ballot measure by mid-July 2018.
- Hire a permanent City Manager, to include finalization of advertising and interviews, discuss in a closed session by June 12, 2018.
- Establish value of City owned properties for evaluation of future use or development - Community Development Department to bring forward evaluation report by Keyser Marston Associates and get direction from the City Council on next steps by May 22, 2018.
- Staff will work with commissions and committees to develop work plans that align with City Council goals and to bring forward measurable commission and committee goals to the City Council for approval by or before September 2018.
- City Council review of designs for Transit Oriented Development (TOD) 1 and 2, to include Citywide noticing for Millbrae Station Area Specific Plan (MSASP) design review prior to Planning Commission decision.
- City Council will review City Council Protocols and suggest changes by June 5, 2018 for legal review.
- Community Development Department to work with Economic Vitality Committee and Millbrae Chamber of Commerce to address feasibility of a Business Improvement District (BID) by October 2018.
- Priority and commitment to public safety – Establish clearly defined ordinances for temporary rentals, obtain Police Department and Fire Department updates about on-going programs during the Annual Report, continue public outreach at City Services Day and other on-going events in the City.



**WORK PLAN CONTENTS**

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FY2018-2019 Work Plan Tasks (Summary)

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**PLANNING COMMISSION**

**FY 2018-2019 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: Long Range Planning.** Development of and recommendation of approval for the General Plan update, El Camino Real and Downtown Specific Plan and Active Transportation Plan.

**Task 4: El Camino Real and Downtown Specific Plan.** Develop updated fee schedules and assessments, to mirror or reflect those established in the Millbrae Station Area Specific Plan (MSASP) for the area included in the El Camino Real and Downtown Specific Plan.

**Task 5: Wireless Communication Ordinance.** Development and recommendation of approval of a Wireless Communications Ordinance to include design guidelines in order to better manage and evaluate future land use applications for wireless communications facilities.

**Task 6: Accessory Dwelling Unit Ordinance.** Development and recommendation of approval of an Accessory Dwelling Unit Ordinance to include design guidelines in order to streamline the evaluation of future land use applications for Accessory Dwelling Units within the local context of the City of Millbrae.

**Task 7: Residential Design Guidelines.** Development and recommendation of approval for Residential Design Guidelines to provide clear guidance on the evaluation of future land use applications and to provide for a safer, cleaner and more aesthetically pleasing City of Millbrae.



**PLANNING COMMISSION  
FY 2018-19 Work Plan**

**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.

**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 2018-19 Work Plan**

**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.

**Completion Date:** June 2020

**Participants:** Staff, and 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, 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 2018-19 Work Plan**

**Task 3: Long Range Planning.** Development of and recommendation of approval for the General Plan update, El Camino Real and Downtown Specific Plan and Active Transportation Plan.

**Completion Date:** September 2019

**Participants:** Planning Commission, consulting team, staff, affected stakeholders

**Suggested Resources:** 1998 City of Millbrae General Plan, Millbrae Station Area Specific Plan (MSASP), 2009 Bicycle and Pedestrian Transportation Plan

**Steps to Completion:** Provide analysis and recommendations to the Planning Commission for consideration and recommendation to the City Council on the ongoing effort to update the General Plan and associated development of the El Camino Real and Downtown Specific Plan and Active Transportation Plan.

**Fiscal Commitment:** Staff time and consulting costs

**Staff Role:** Manage the General Plan update project. Provide support and liaison to the Planning Commission along with recommendations for consideration by the Planning Commission.

**Council Role:** Receive the Planning Commission recommendations and determine action to be taken.



**PLANNING COMMISSION  
FY 2018-19 Work Plan**

**Task 4: El Camino Real and Downtown Specific Plan.** Develop updated fee schedules and assessments, to mirror or reflect those established in the Millbrae Station Area Specific Plan (MSASP) for the area included in the El Camino Real and Downtown Specific Plan.

**Completion Date:** Winter 2019

**Participants:** Planning Commission, consultants, staff, affected stakeholders

**Suggested Resources:** Millbrae Station Area Specific Plan (MSASP) Fee Study and associated adopted fee schedule

**Steps to Completion:** Contract with a consulting firm to prepare a fee study to determine whether there are fees that are appropriate to charge for development impacts inside of El Camino Real and Downtown Specific Plan area.

**Fiscal Commitment:** Staff time and consulting costs

**Staff Role:** Provide support and liaison to the Planning Commission along with recommendations for consideration by the Planning Commission.

**Council Role:** Receive the Planning Commission recommendation and determine action to be taken.



**PLANNING COMMISSION  
FY 2018-19 Work Plan**

**Task 5: Wireless Communication Ordinance.** Development and recommendation of approval of a Wireless Communications Ordinance to include design guidelines in order to better manage and evaluate future land use applications for wireless communications facilities.

**Completion Date: March 2019**

**Participants:** Planning Commission, City Attorney, staff, affected stakeholders

**Suggested Resources:** City Attorney, state laws, model ordinances

**Steps to Completion:** Staff drafts Wireless Communication ordinance utilizing model ordinances. City Attorney and staff review draft ordinance prior to hosting public workshops. Public Hearings to be held at the Planning Commission and City Council meetings for review and adoption.

**Fiscal Commitment:** Staff time and consulting costs

**Staff Role:** Manage the development and adoption of a Wireless Communications Ordinance. Provide support and liaison to the Planning Commission along with recommendations for consideration by the Planning Commission.

**Council Role:** Receive the Planning Commission recommendation and determine action to be taken.





**Task 6: Accessory Dwelling Unit Ordinance.** Development and recommendation of approval of an Accessory Dwelling Unit Ordinance to include design guidelines in order to streamline the evaluation of future land use applications for Accessory Dwelling Units while considering the local context of the City of Millbrae.

**Completion Date: December 2019**

**Participants:** Planning Commission, City Attorney, staff, affected stakeholders

**Suggested Resources:** City Attorney, state laws, model ordinances

**Steps to Completion:** Staff drafts Accessory Dwelling Unit ordinance utilizing model ordinances. City Attorney and staff review draft ordinance prior to hosting public workshops. Public Hearings to be held at the Planning Commission and City Council meetings for review and adoption.

**Fiscal Commitment:** Staff time and consulting costs

**Staff Role:** Manage the development and adoption of an Accessory Dwelling Unit Ordinance. Provide support and liaison to the Planning Commission along with recommendations for consideration by the Planning Commission.

**Council Role:** Receive the Planning Commission recommendation and determine action to be taken.



**Task 7: Residential Design Guidelines.** Development and recommendation of approval for Residential Design Guidelines to provide clear guidance for direction on the evaluation of future land use applications to provide for a safer, cleaner and more aesthetically pleasing Millbrae.

**Completion Date: March 2019**

**Participants:** Planning Commission, consultants, staff, affected stakeholders

**Suggested Resources:** Model Design Guidelines

**Steps to Completion:** Manage the development and adoption of Design Guidelines. Provide support and liaison to the Planning Commission along with recommendations for consideration by the Planning Commission.

**Fiscal Commitment:** Staff time and consulting costs

**Staff Role:** Manage the development and adoption of Design Guidelines. Provide support and liaison to the Planning Commission along with recommendations for consideration by the Planning Commission.

**Council Role:** Receive the Planning Commission recommendation and determine action to be taken.