



**COMMUNITY ENHANCEMENT ADVISORY COMMITTEE**  
**Community Center Classroom 623 Magnolia Ave., Millbrae, CA 94030**  
**6:30 PM – Wednesday – February 5, 2019**

**MINUTES**

- I. **ROLL CALL:** Present: Chair Carol Krasilnikoff, Committee Members, Valerie Carley, Myrna Warty, Donna Eghbal, Janet Creech, Brandon Chan and Council Member Liaison Ann Schneider. City Manager: Tom Williams, Staff Liaison: Linda Roberson  
Excused: Ann Kirkbride, Beth Anderson
- II. **APPROVALS:** January 9, 2019 Special Meeting Minutes
- III. **MINUTES REVIEW:** Committee moved to accept minutes. Motion to approve. (motioned-MW/seconded-BC) Approved.
- IV. **PUBLIC COMMUNICATION:**
  - a. None
- V. **COUNCIL UPDATES:**

Ann Schneider provided updates to Committee members including ToD progress for approvals and continued review/public hearings. Council Liaison, Ann Schneider, was confirmed by Mayor Lee to continue as liaison. Discussion on Parking Study and desire for Committees to work together on item. Discussion on City Council Goal Setting meeting scheduled in March; this meeting will impact the Committee work plan which remains flexible and under discussion. Discussion regarding Community Arts show and CEAC working with Council Member Schneider to coordinate walking tours to identify potential mural locations; proposed CEAC liaison to Cultural Arts Committee. Climate Action Plan still under review CEAC members to review and comment when available. Continued discussion on various programs including tree ordinance, Bike Share, Community Garden, Lunar New Year Parade, County Resiliency Group and Adopt-a-Spot.
- VI. **STAFF REPORTS:**

City Manager provided staff updates including two new full time appointments: Code Enforcement Officer, who begins Feb. 11, 2019 and Community Development Director, Brad Misner, who was appointed in January. Discussion regarding potential fees to be collected for vacant buildings and parking. Discussion regarding Tree Ordinance, CEAC is expected to provide review and comments on the Ordinance prior to Planning Commission and City Council approvals. Update provided on Community Center grant opportunities and two designs expected to go to City Council for approval in March.

  - A. **OLD BUSINESS:** Continued discussion on work plan. Council to meet and develop Goals in March, which will impact the development of current work plan. Committee to continue work on projects not related to work plan projects.
    - a. Reviewed staff's draft of Resource Guide for comments, will continue development and include complaints and who to contact for resolution.
    - b. Parking study; inventory complete, Committee to review and comment when available.
    - c. Committee to coordinate guest speakers from County to attend March meeting, if possible and discuss Smoking/Air Quality.
    - d. Discussion regarding LLMD (Landscape Lighting and Maintenance District) to maintain trees and utilities in neighborhoods. 2/3 vote required

VII. **NEW BUSINESS:**

- B. Discussion regarding Millbrae status as Tree City – first established in 1992 and expired in 2016. Millbrae is no longer a Tree City but CEAC will work with Park Department staff to re-establish status. Program should be included in the city budget and Goal setting for Council.

VIII. **COMMISSIONER REPORTS:**

- A. Park and Recreation Commission: Update on Rodeo and Bike programs, Soccer team, and Community Garden ideas and updates. Information to contact Red Cross volunteers who provide free smoke/Carbon Monoxide detector upgrades and installation to homeowners.

IX. **ADJOURNMENT:** Committee moved to adjourn meeting. (Motioned-MW/seconded-BC) Approved. Meeting adjourned at 8:28 p.m.

X. **NEXT MEETING:** March 5, 2019 Regular Meeting

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