City of Mountain View

COMMUNITY DEVELOPMENT DEPARTMENT
500 Castro Street, P.O. Box 7540
Mountain View, CA 94039-7540
650-903-6306 | MountainView.gov

DATE: May 12, 2023

TO: Environmental Planning Commission

FROM: Eric Anderson, Advanced Planning Manager

SUBJECT: May 17, 2023 Development Review Process Overview and Retreat

The Environmental Planning Commission (EPC) holds occasional retreats, which may include discussions and presentations regarding planning topics and their role as Commissioners.

There will be two main parts of the retreat scheduled for May 17, 2023:

1. Two presentations for the EPC to better understand the development review process and the California Environmental Quality Act.

    a. Planning staff will provide an overview of the development review process. A memo with background information is provided (Exhibit 1). The presentation will also cover the 2021 Development Review Study by Matrix Consulting Group.

    b. John Schwarz, one of the City's consultants, will present an overview of CEQA.

2. The EPC will discuss general Commission-related topics, including procedures and goals. To support this discussion, Commissioners are encouraged to review the EPC Handbook (Exhibit 2). The Chair will lead the discussion, based on the following guiding questions:

    • *What are some strategies for effective input, discussion and consensus-building? Are there procedures the Commission would like to use more frequently? Less frequently?*

      Generally, the EPC uses Rosenberg's Rules of Order, except commissioners are usually given an opportunity to express their comments before any commissioner attempts a motion.

    • *How can the commission provide the most value to the community and to the City Council?*

      For examples of how EPC input has been presented Council, see the following Council reports:
      May 9, 2023 - Downtown Outdoor Patio and Sidewalk Café Program, pages 9-10
      April 11, 2023 – 2023-2031 Housing Element Update, pages 7-8 and 21-22

[March 14, 2023 – 1020 and 1040 Terra Bella Avenue](), pages 7 and 9

- *What issues are important to you when reviewing and making recommendations on development projects and City policy documents?*

Exhibits: 1.   Development Review Process memo
                 2.   EPC Handbook