

## CITY OF MOUNTAIN VIEW

### ENVIRONMENTAL PLANNING COMMISSION STAFF REPORT December 4, 2024

#### 6. New Business

##### 6.2 Environmental Planning Commission Norms

###### RECOMMENDATION

That the Environmental Planning Commission (EPC) adopt the Draft EPC Norms included as Exhibit 1 to the EPC Staff Report.

###### PUBLIC NOTIFICATION

The Environmental Planning Commission's (EPC) agenda is advertised on Channel 26, and the agenda and this report appear on the City's website.

###### BACKGROUND

It is a best practice for organizations to periodically evaluate their operations and determine if adjustments to policies, practices, and procedures may be necessary to improve their efficiency and effectiveness. Over the past year, the EPC reviewed several significant projects, including the Housing Element and the Google North Bayshore Master Plan. During these reviews, it became clear that the management of EPC meetings was not as efficient as it could be. These observations highlighted the need to assess and refine the EPC's current procedures and practices. Earlier this year, the Environmental Planning Commission (EPC) Chair in consultation with the staff liaison and the Community Development Director determined that it would be in the best interest of the EPC to conduct such an evaluation.

The EPC held a two-part retreat on April 3 and June 5, 2024, to conduct an evaluation of its policies, practices, and procedures as they relate to EPC efficiency and effectiveness. The April session included discussion and activities by a trained facilitator, while staff led the June session which explored the creation of a set of norms to govern EPC member conduct. The product of the norm development process is included as Exhibit 1.

The norms identified during the EPC retreat will serve to guide interactions between Commissioners, as well as with staff, applicants, and the public who are all regular

attendees at EPC meetings. The norms provide a framework to work through challenging subject matter during EPC meetings.

### **NEXT STEPS**

Upon adoption by the EPC, the norms will be effective immediately and become a tool to guide Commission actions. The EPC should periodically revisit the norms and update them as circumstances warrant.

### **CONCLUSION**

Staff recommends EPC adoption of the norms included as Exhibit 1. The norms will establish a standard for acceptable conduct by Commissioners in the conduct of Commission business.

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Exhibit: 1. Draft EPC Norms