
CITY OF SAN MATEO

PLANNING COMMISSION

2017-2018

WELCOME!!

For those members of the general public who are attending their first City of San Mateo Planning Commission meeting, the following general information is offered.

Commissioners are appointed by the City Council and serve, without pay, for a four-year term. The Commission acts under policies and ordinances of the City Council.

Your presence and participation are important toward furthering an informed and responsible government.

Meeting agendas and materials available online:
<https://cosm.legistar.com/Calendar.aspx>

Planning Commission Meetings

Prior to hearing the first agenda item, the Commission will hold a Public Comment period for persons wishing to speak on any subject not on the agenda.

After the Public Comment period, the Commission will hear the first item listed on the agenda. All items heard by the Commission follow this procedure:

- 1. The Planning Commission Chair announces the item to be heard.**
- 2. Staff Presentation.** City staff make a presentation on the item. After their presentation, Planning Commissioners may ask questions of staff.

Hearings

Planning Commission meetings are held on the 2nd and 4th Tuesdays of each month. The public hearings begin at 7:30 p.m. in the Council Chambers. Special meetings are occasionally scheduled. The public is invited to all of these meetings.

Current Commissioners

John Ebneter, Chair
Vacant Seat, Vice Chair
Pamela O' Leary, Commissioner
Dianne Whitaker, Commissioner
Mike Etheridge, Commissioner

- 3. Applicant Presentation.** The Project applicant makes a presentation on the item. After their presentation, Planning Commissioners may ask questions of the project applicant.
- 4. Public Hearing.** The Planning Commission Chair opens the public hearing.
 - a. Speakers:** If you wish to speak, please fill out a "Request to Speak" form available in the front of the Council Chambers and give it to the Planning Commission secretary. Your name will be called in the order received. Please use the microphone at the front of the Council Chambers. State your name and address for the public record.

- b. **Number of Speakers:** If you agree with the points made by a previous speaker, you may so indicate instead of repeating comments. You may also elect to have a spokesperson for your group.
- c. **Previously submitted material:** The Planning Commission reviews all letters, emails, and correspondence from the public. All of these items are part of the public record. The Commission is interested in hearing your comments but it is not necessary to read your correspondence, verbatim, into the record. You may choose to summarize your major points.
- d. **Courtesy:** Please do not clap, cheer, interrupt, whistle, etc., either for or against testimony that is being presented, as the Commission wishes to extend courtesy to all speakers. Please also set cell phones and pagers to vibrate before the meeting begins.

5. **Public Hearing closed:** After all members of the public have had the opportunity to speak, the Planning Commission Chair will close the public hearing. At that time, testimony is limited to the Planning Commission and City staff. On occasion, the Commission may recall the applicant to answer questions.

6. **Commissioner Comments:** After all Commission questions have been answered, the Commission will deliberate and render a decision. Some decisions are final with the Planning Commission unless appealed to the City Council, other decisions are recommendations to the City Council for their consideration at a future City Council hearing. The Chair will announce the type of decision after the vote is taken. Study Session items are for discussion purposes only, **no** vote is taken; instead, comments are given for consideration and subsequent plan revision before the project comes back to a future, publicly noticed Planning Commission meeting.

Seating

