



# How to Review a Development Proposal

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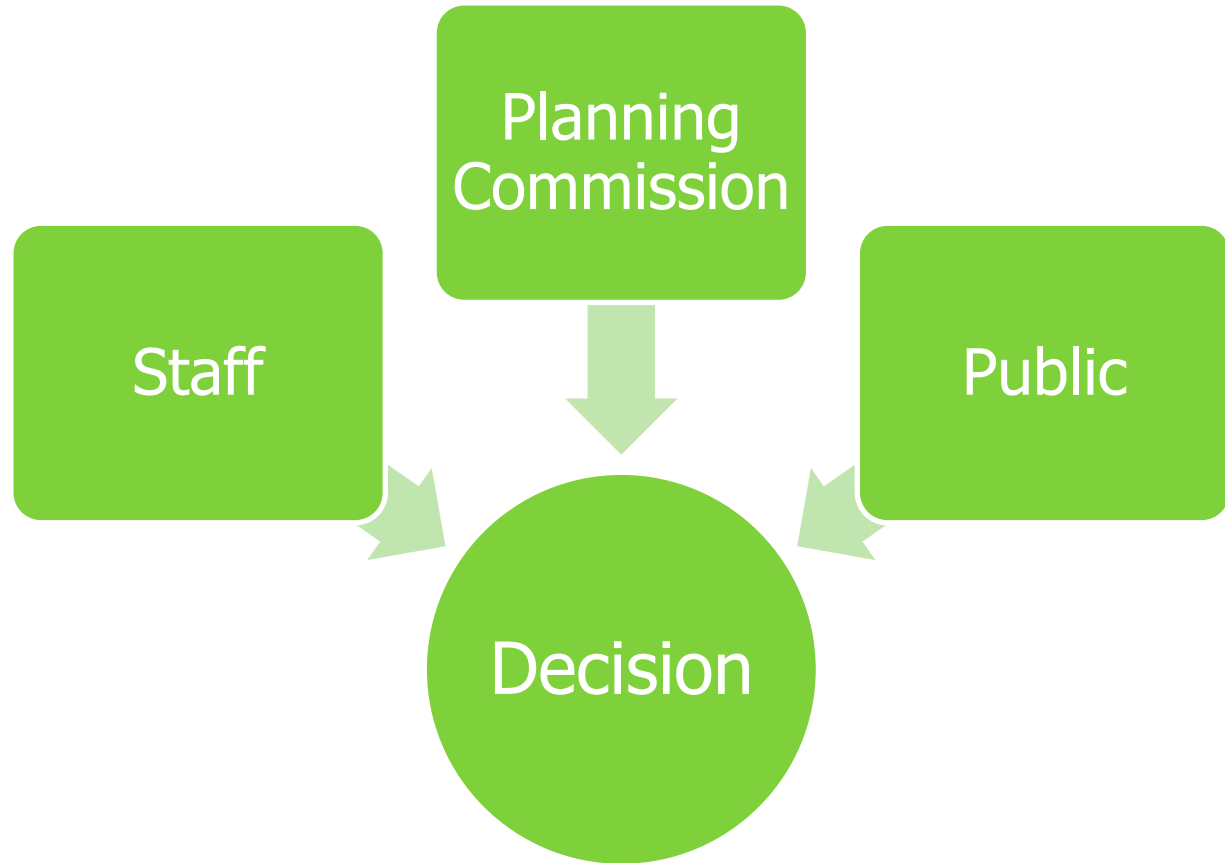
**Mike Moore**  
**Planning and Building Director**  
**City of Mill Valley**

**Planning Commission Workshop**  
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# Development Review Roles

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# Decision-Making Roles & Responsibilities

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- Staff
  - Guide
  - Coordinate
  - Facilitate
  - Analyze
  - Interpret
  - Recommend
  - Monitor



# Decision-Making Roles & Responsibilities

- Public
  - Engage
  - Evaluate
  - Reflect
  - Participate

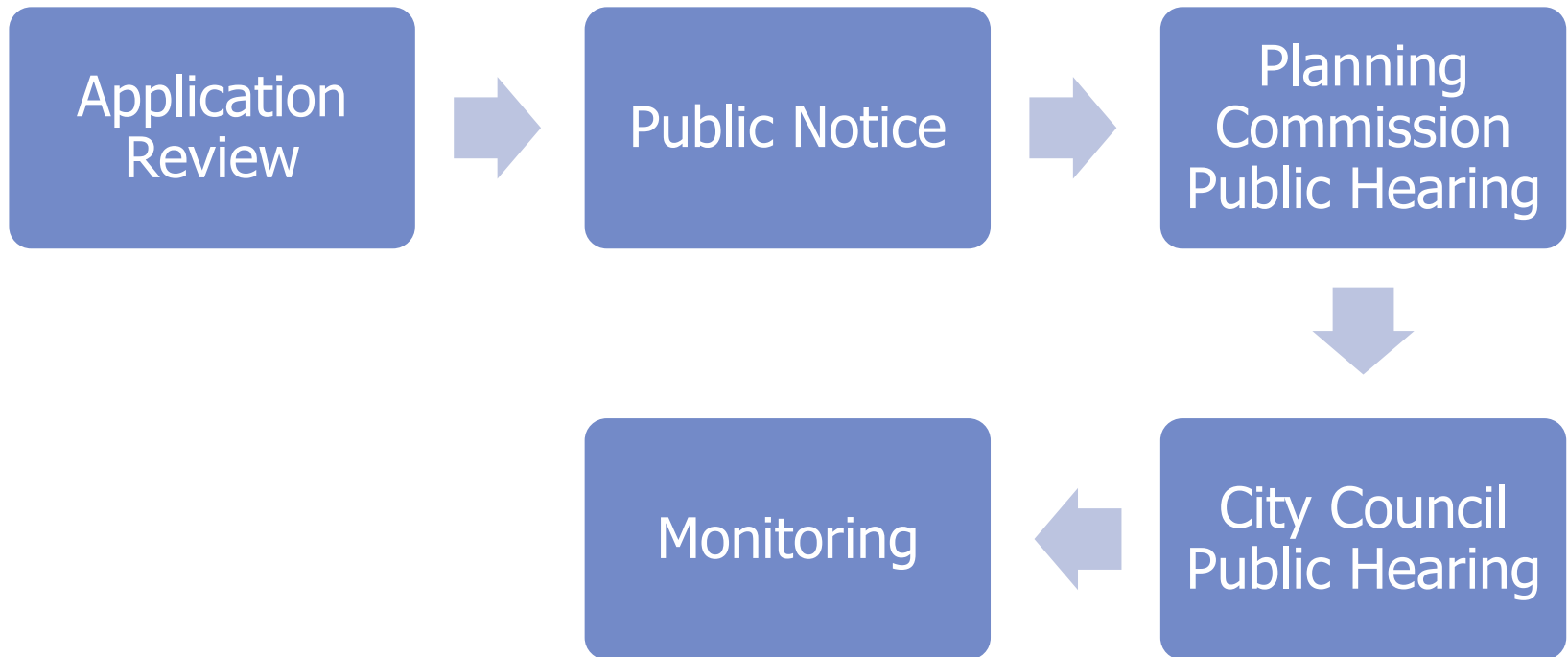


# Decision-Making Roles & Responsibilities

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- Planning Commission
  - Assess
  - Compare
  - Evaluate
  - Consider
  - Discuss
  - Act

# Typical Development Review Process





# What's in Your Packet?

- Staff Report
- Environmental Assessment/Determination
- Plans and Elevations
- Tentative Map
- Colors and Materials
- Other Supplemental Information



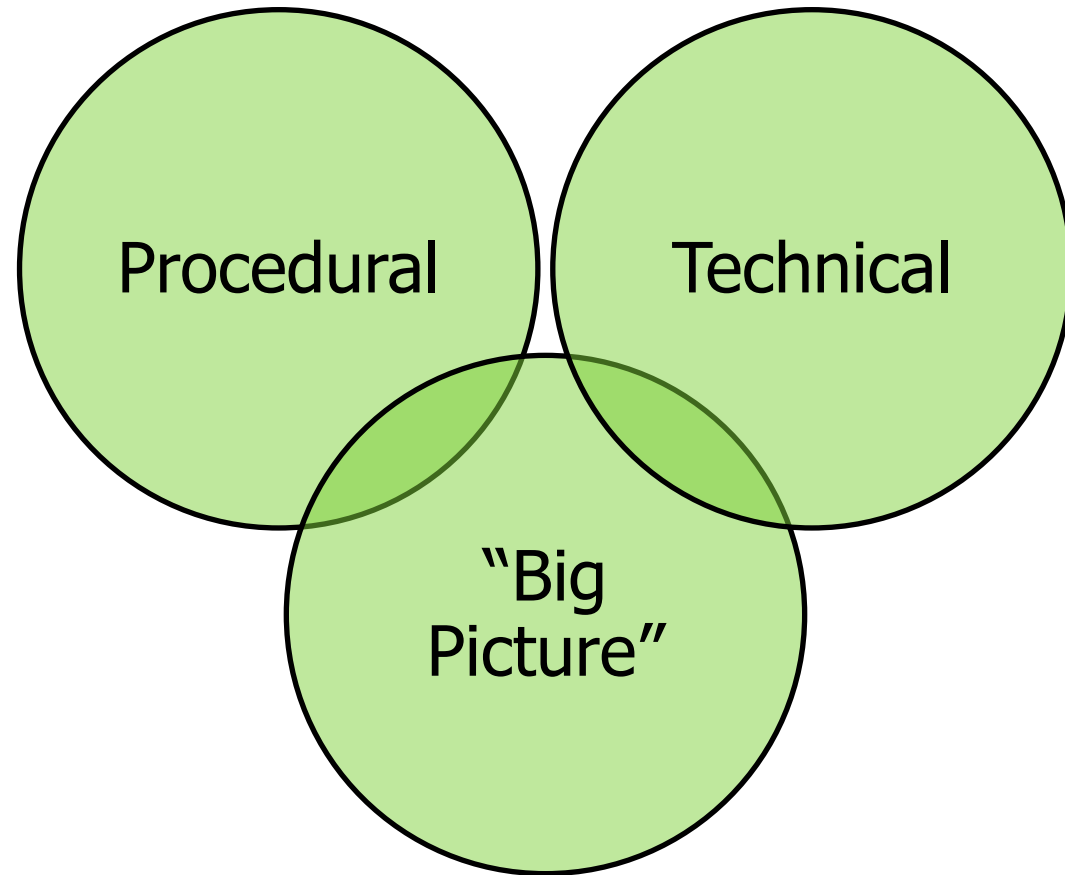
# Reviewing an Application

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- Read
- Reflect
- Ask Questions . . . ahead of time
- Be Prepared to Act
- Keep an Open Mind



# So Many Questions; So Little Time . . .





# Technical

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- Check the scale
- Consistency with General Plan and Zoning
- Consistency among Site Plan/Vicinity Map and Context
- Topography and Grading (cut and fill, off-haul)
- Tree removal
- Views
- Access and Circulation, including “walkability” and access to public transit
- Height, Bulk and Mass/Architectural Details







# Procedural

- Properly noticed?
- Site visits and right of entry
- Contact with applicant, neighbors, community groups
- Legislative and “Quasi-Judicial” actions
- Brown Act compliance?
- Political Reform Act compliance?
- Appropriate and constructive public participation?
- Decision consistent with applicable law?
- Clear, well-supported findings?



# “Big Picture”

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- Are community needs being met?
- Does the project enhance the community today and in the future?
- Does the decision reinforce a sense of place and community?
- Was the decision thoughtful, fair and consistent?
- Does the decision set a precedent by breaking with a past pattern or creating a new one?
- Did the process and decision advance the quality of the working relationship between staff, the Planning Commission and the public?



# Conclusions

- Hard Work
- Teamwork
- The Last Word (the City Council)



# Resources

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Barkley, "Curtin's California Land Use and Planning Law", Solano Press Books, 2013.

Institute for Local Government, "Understanding the Basics of Land Use and Planning", 2010.

Institute for Local Government, "Understanding the Basics of Land Use and Planning: The Nuts and Bolts of Project Review", 2010.

[www.ca-ilg.org/planningguide](http://www.ca-ilg.org/planningguide)