

**CITY OF SAN MARINO  
PLANNING COMMISSION  
JOB DESCRIPTION**

The Planning Commission is an advisory body to the City Council, which is responsible for directing the short and long range growth and development of the City through maintenance and implementation of the City's General Plan. It is composed of five Commissioners and one alternate who shall be residents of the City, serve without compensation and be appointed upon the basis of three affirmative votes of members of the City Council, based on nominations from members of the City Council. Each Commissioner will be appointed to a four-year term with a maximum of two full consecutive terms.

Duties:

In order to implement the General Plan, the Planning Commission is empowered to administer the City's zoning laws, ordinances, rules and regulations which:

- Regulate the use and appearance of buildings, structures and land.
- Regulate location, height, bulk, number of stories, and size of buildings and structures; the size and use of lots, yards, courts, and other open spaces; the percentage of a lot which may be occupied by a building or structure; the intensity of land use.
- Establish requirements for off-street parking.
- Establish and maintain building setback lines.

The Planning Commission also reviews environmental documents.

Desirable Qualifications:

A Planning Commissioner's primary job is to make land use decisions that are consistent with the policies and plans formally adopted by the City Council. Therefore, the first priority of a Planning Commissioner must be to develop decision-making skills and knowledge of City policies. It is desirable to have training in fields such as planning, architecture, law, civil engineering, geology, economics, or demography. The commissioner's job is to weight the professional input given in staff reports, environmental impact reports, and consultant reports.

Suggested qualifications for a Planning Commissioner include:

- A willingness and ability to research and report on issues, programs and policies related to development issues.
- A willingness to attend night meetings on a regular basis. Three (3) unexcused absences in one year are generally grounds for dismissal from the Commission.
- A willingness to assist in implementing projects as decided upon by the City Council.
- The ability to sustain harmonious working relationships with Commission members, DRC members, the City Council, residents, and the public.
- A willingness to attend extracurricular meeting and training seminars related to regional planning uses.