



The City of South San Francisco

Office of the City Clerk
 400 Grand Avenue
 South San Francisco, CA 94080
 (650) 877-8518

BOARDS AND COMMISSIONS APPLICATION

APPLYING FOR *(more than one may be selected)*

<input type="checkbox"/>	Bicycle and Pedestrian Advisory Committee* <i>*Must be a resident of/or employed in South San Francisco</i>
<input type="checkbox"/>	Conference Center Authority -Business Representative <i>*Must represent a Business in South San Francisco</i> Business Name: _____
<input type="checkbox"/>	Conference Center Authority -Community Representative
<input type="checkbox"/>	Conference Center Authority -Hotel Representative* <i>*Must represent a Hotel in South San Francisco</i> Hotel Name: _____
<input type="checkbox"/>	Cultural Arts Commission
<input type="checkbox"/>	Equity and Public Safety Commission
<input type="checkbox"/>	Housing Authority
<input type="checkbox"/>	Housing Authority Tenant Commission* <i>*Must be a resident of the Housing Authority</i>
<input checked="" type="checkbox"/>	Library Board
<input type="checkbox"/>	Measure W Citizens' Oversight Committee
<input type="checkbox"/>	Parking Place Commission
<input checked="" type="checkbox"/>	Parks & Recreation Commission
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Traffic Safety Commission

APPLICANT INFORMATION

Full Name: Olson Melanie A
Last First M.I.

Address: [Redacted] District: 3
Street Address (Select One)

South San Francisco CA 94080
City State ZIP Code

Telephone: [Redacted] Email: [Redacted]



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SUPPLEMENTAL QUESTIONNAIRE

Why are you interested in serving as a Boards and Commissions member? What do you feel you could contribute?

I am a third generation South San Francisco resident that would like to be a part of the process that ensures resources are accessible to its residents and take part in the community planning process. My desire to serve my community is partly inspired by my grandmother who participated in Project Read at the South San Francisco Orange Library Branch that helped non-English speaking community members learn how to read in English. Since then, I imagined that once I was more established in terms of my education and career that I would also find my niche in South San Francisco to help uplift my community.

My background as a lifelong resident combined with my experience would help contribute and bring a fresh yet familiar perspective to a Board or Commission because while I have traveled and lived in different areas, I also currently frequent many of the resources South San Francisco has to offer such as its public parks and libraries. I also have any inclusive perspective. For example, I enjoy sharing city events, meetings, and resources via in person and on social media to encourage friends, family, and other community members from different backgrounds to participate in the community.

What qualifies you for this appointment?

My qualifications include my educational and career background as well as my lifelong residency in South San Francisco. My educational and career backgrounds have taught me local government parameters and expertise that has encouraged me to be confident to express my ideas and suggestions in a professional and organized manner. For example, as an Associate Planner with the Town of Woodside, I provided recommendations to the Planning Director regarding changes to the Municipal Code and Town website to encourage the development of ADUs. These changes were swiftly recommended to and implemented by multiple commissions and the Council.

Since I have been a lifelong resident who utilizes public resources such as the parks and libraries, I am able to provide meaningful suggestions that may increase the quality of the existing and proposed facilities and programs.

What is your vision for growth in South San Francisco?

My vision for growth in South San Francisco is to encourage the city to provide accessible services and programs that help support an increased diverse community that also brings its members together despite differences in cultures and generations. While South San Francisco increases in popularity due to its biotech industry, and proximity to the airport, San Francisco, and the other peninsula cities, it should continue to provide and build on services and programs that enable the community to learn, explore, and have access without leaving their city. This can include celebratory events that highlight its diversity; library programs that encourage children to read, learn, and make friends; public facilities that encourage an active lifestyle near their homes; and access to other social services that may increase the quality of life for its community members.



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SUPPLEMENTAL QUESTIONNAIRE

What community activities are you presently involved in, or have been in the past?

I am currently leading with the nonprofit organization, Housing Leadership Council of San Mateo County, to promote affordable housing in South San Francisco. This activity includes: drafting agendas for monthly strategic meetings; facilitating monthly strategic meetings to encourage participation; in person site visits to better understand their opportunities and challenges; reviewing South San Francisco's General Plan, and other master plans; passing out flyers and informing local residents on upcoming events and issues; and publicly presenting to South San Francisco community members to educate and encourage engagement in local government processes.

Are you currently receiving any form of compensation from the City for work performed? [] YES [x] NO

If yes, please explain:

Do you have any relatives serving on Council, Boards, Commissions, or Committees or are otherwise employed by the City of South San Francisco? [] YES [x] NO

Name: Position: Relationship:

WORK EXPERIENCE

Employer: Town of Woodside City: Woodside, CA

Job Title: Associate Planner From: July 2022 To: Present

Responsibilities: Reviewed building plans to ensure they aligned with Municipal Code, Master Plans, and General Plan.

Collaborated with the Planning Director on Municipal Code changes and developed technical reports to advise the Town's council, commissions, and committees.

Publicly presented over 25 projects to the Town's council, commissions, and committees.

Employer: City and County of San Francisco City: San Francisco, CA

Job Title: Preservation Planning Intern From: June 2021 To: July 2022

Responsibilities: Archival research, and author of a draft historic context report regarding

publishing companies established between 1848 and 1989 in San Francisco to identify potential significant historic resources.



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EDUCATION

School: University of Arizona City: Tucson, Arizona
From: Aug 2020 To: May 2022 Degree: Master of Science, Urban Planning

School: University of California, Berkeley City: Berkeley, California
From: Aug 2016 To: Dec 2018 Degree: Bachelor of Arts, Anthropology

DISCLAIMER AND SIGNATURE

Signature:  Date: 03/04/2026

I certify that, to the best of my knowledge, all statements in this application are complete and true. I agree and understand that any mis-statement of material fact will cause me to forfeit all rights to appointment to a Commission, Board, or Committee with the City of South San Francisco.

Applications are accepted on a continuous basis and will remain valid 1 year from the date of submission. If you are selected to serve on a Board or Commission, you may be required to file an Annual Statement of Economic Interest (FPPC Form 700) and bi-annual Ethics Training (AB1234).

OFFICIAL USE ONLY

Submission Date:	Received By:
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Melanie Olson

South San Francisco, California

Work Experience

Town of Woodside – Associate Planner

2022 - current

Woodside, California

- Collaborated with the Planning Director on Municipal Code changes and developed technical reports to advise the Town's council, commissions, and committees.
- Reviewed building plans to ensure they aligned with Municipal Code, Master Plans, and General Plan.
- Publicly presented over 25 projects to the Town's council, commissions, and committees.
- Served as the staff liaison for the History Committee, coordinating monthly meetings and communicating updates to 10+ members and town officials.

City and County of San Francisco – Preservation Planning Intern

2021 - 2022

San Francisco, California

- Authored a draft historic context report identifying historic resources, including significant buildings and gathering spaces, related to publishing companies established in San Francisco from 1889 to 1989.
- Conducted archival research using digital archives and public library resources to compile a draft historic context report for urban planning initiatives.
- Participated in weekly strategic meetings with supervisor to track and report on the progress of the draft historic context report.

Community Activities

- Led alongside the Housing Leadership Council of San Mateo County, a local nonprofit organization, to promote affordable housing in South San Francisco by organizing monthly strategic meetings, site visits, and public events.
- Facilitated monthly strategic meetings to encourage participation by all attendees.
- Outreach to community by passing out flyers and informing local residents on upcoming events and issues.
- Publicly presented to South San Francisco community members to educate and encourage engagement in local government processes.

Education

University of Arizona – Master of Science, Urban Planning

2020 - 2022

Tucson, Arizona

Extracurricular Activities

- Participant in Heritage Conservation Graduate Certification program to specialize in historic preservation planning.
- President of the Graduate Planning Society, a university and American Planning Association affiliated group that promoted and explored the urban planning field and practices.

University of California, Berkeley – Bachelor of Arts, Anthropology

2016 - 2018

Berkeley, California

Skills

- Public speaking
- Facilitating meetings
- Plan review
- Technical writing
- Community outreach