



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 16, 2020
TO: Christine Daniel, City Manager
FROM: Sheri Hartz, City Clerk
SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Appointing _____ And _____ As Planning Commissioners To Serve On The Planning Commission For Terms Commencing July 1, 2020, And Ending June 30, 2023; And Amending The FY2020-21 Local Roster Of Boards, Commissions And Committees Accordingly**

RECOMMENDATION

Staff has no recommendation. Appointments to the Planning Commission are made at the City Council's discretion.

BACKGROUND

The Planning Commission consists of up to seven (7) total members, each serving a three-year staggered term. The Planning Commission has both regulatory and advisory responsibilities, including:

- Making recommendations to the City Council regarding land use issues, such as traffic and parking conditions; parks and open spaces; and residential, commercial, mixed-use and industrial districts; and
- Making findings, and granting or denying zoning vacancies, adjustments and use permits (may be subject to appeal to the City Council).

Selection Process

The City Council is scheduled to interview Planning Commission applicants and make appointments at a special meeting of the City Council on June 16, 2020, just prior to the regular Successor Agency meeting. As per the Emeryville Municipal Code ("EMC") Section 2-3.304, eligible applicants include residents and business representatives that have resided, or whose business has been located, in the City for at least one year immediately prior to appointment. The EMC requires at least four members of the Planning Commission be residents of the City—this requirement has already been satisfied through the remaining Planning Commissioners whose terms are not under consideration at this time. In addition, Planning Commission members must be drawn from throughout the City's various geographic areas.

The newly appointed Planning Commissioners' terms would commence July 1, 2020, and end June 30, 2023. If there are any appointees that are new to the Planning Commission, they will be sworn in at the regular Planning Commission meeting on July 23, 2020.

The City Council has a practice of interviewing applicants for the Planning Commission in open session. Historically, the Mayor will be the moderator for the City Council interview process of Planning Commission applicants, with applicants given the chance to make a short personal statement and answer specific questions after (Planning Commission interview questions attached). Each interview will be approximately 15-20 minutes—two minutes shall be allocated for the applicant’s personal statement; two minutes each per interview question; and the remaining time allocated for City Council follow-up questions.

DISCUSSION

There are two (2) positions on the Planning Commission whose terms are scheduled to end as of June 30, 2020. Notice of the vacancies were posted on the City’s three bulletin boards. In addition, the City Clerk’s Office included noticing of the vacancies on the City’s website, Twitter, ETV Cable Channel 27, and announcements at City Council meetings.

Staff also reached out to incumbents to determine their interest in re-applying for the Commission, as well as community members with active applications on file to determine their continued interest in the Commission. Applications were due May 25, 2020. The following applications have been received:

- Zoë Chafe
- Douglas Miguel Guerrero (incumbent)
- Marchelle Huggins
- Dylan Terrill
- Eugene Tssui

FISCAL IMPACT

There is no fiscal impact.

STAFF COMMUNICATION WITH THE PUBLIC

Staff has had no communication with the public regarding these appointments, other than confirmation of received applications and advising applicants regarding the Planning Commission interview and appointment process.

PREPARED BY: Lorryne Leong, Deputy City Clerk

**APPROVED AND FORWARDED TO THE
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



Christine Daniel, City Manager

ATTACHMENTS

- Planning Commission Interview Questions
- Applications:
 - Zoë Chafe
 - Douglas Miguel Guerrero
 - Marchelle Huggins
 - Dylan Terrill
 - Eugene Tssui
- Draft Resolution
- FY2020-21 Draft Planning Commission Roster