



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 17, 2025
TO: LaTanya Bellow, City Manager
FROM: April Foran, 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, 2025, And Ending June 30, 2028; And Amending The FY2025-26 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 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 17, 2025. Pursuant to 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 shall, whenever possible, be appointed from throughout the City's various geographic areas.

The City Council has a practice of interviewing applicants for the Planning Commission in open session. Historically, the Mayor is 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 (Attachment A). Each interview will be approximately 10-15 minutes—two minutes shall be allocated for the applicant's personal statement; two minutes each per interview question; and any remaining time

allocated for City Council follow-up questions. Information on how to attend the meeting will be provided to all applicants.

DISCUSSION

There are three positions on the Planning Commission with terms scheduled to end June 30, 2025. The newly appointed Planning Commissioners' terms would commence July 1, 2025, and end June 30, 2028. If there are any appointees that are new to the Planning Commission, they will be sworn in at the regular Planning Commission on July 24, 2025.

Notice of the vacancies was 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, social media sites, ETV Cable Channel 27, and made announcements at City Council meetings. Committee secretaries were also encouraged to distribute the Notice of Vacancies to their committee members and members of the public. Staff reached out to incumbents to determine whether they had continued interest in serving on their Committee. The City Clerk's Office opened the annual recruitment on April 4, 2025, with an application deadline of May 19, 2025.

Applications received for the Planning Commission by the deadline are attached to this report (Attachment B).

FISCAL IMPACT

Planning Commissioners are allowed a stipend per month as outlined in the Emeryville Municipal Code, Section 2-3.307:

Each member of the Planning Commission may receive compensation of two hundred dollars (\$200.00) per month if he or she elects to do so. The members shall be allowed necessary actual traveling and other expenses when the interests of the City shall require; provided, however, the Council shall first specifically authorize the purpose and the expenditures therefor.

STAFF COMMUNICATION WITH THE PUBLIC

Staff has had no communication with the public regarding these appointments, aside from 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:**

A handwritten signature in blue ink, appearing to read "LaTanya Bellow", is written over a horizontal line.

LaTanya Bellow, City Manager

ATTACHMENTS

- Attachment A – Planning Commission Interview Questions
- Attachment B – Planning Commission Applicants
- Draft Resolution
 - Exhibit A – Planning Commission Roster