



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: February 21, 2017

TO: Carolyn Lehr, City Manager

FROM: Sheri Hartz, City Clerk
Lorrayne Leong, Deputy City Clerk

SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Appointing _____ As Planning Commissioner To Serve On The Planning Commission For A Term Commencing On March 15, 2017, And Ending June 30, 2018, And Amending The FY2016-17 Local Roster Of Boards, Commissions And Committees Accordingly**

RECOMMENDATION

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

DISCUSSION

There is one (1) unscheduled vacancy on the Planning Commission, due to the appointment of former Planning Commissioner John J. Bauters to the City Council as of December 6, 2016. This appointment to the Planning Commission would be to fill the current vacancy on the Commission, with a term commencing on March 15, 2017, and ending June 30, 2018.

The City Clerk's Office has received the following applications from community members interested in serving on the Planning Commission:

1. ~~Louise Engel~~ Resident
** Applicant has since withdrawn her application.*
2. D. Miguel Guerrero Resident
3. Christine Thomson Resident

The Planning Commission, consisting of seven (7) total members, serving three year staggered terms, has both regulatory and advisory responsibilities. The Planning Commission's basic duties include the following:

- 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 variances, adjustments and use permits (may be subject to appeal to the City Council).

Notice of the scheduled vacancy was posted on the City's bulletins boards. In addition, the City Clerk's Office included articles regarding the vacancy on the City's website, ETV: Cable Television Channel 27, and Twitter. Staff also sent emails to former applicants asking if they were interested in being considered for appointment. Applications were due January 23, 2017.

Selection Process

The City Council is scheduled to interview the Planning Commission applicants and make an appointment at a special meeting of the City Council on February 21, 2017, just prior to the regular City Council meeting. As per the Emeryville Municipal Code ("Municipal Code"), eligible applicants include residents and business representatives that have resided, or whose business has been located, in the City for at least one year. The Municipal Code requires at least four (4) members of the Planning Commission be residents of the City; this requirement has been satisfied through the other six Planning Commissioners whose terms are not under consideration. In addition, Planning Commission members must be drawn from throughout the City's various geographic areas.

The newly appointed Planning Commissioner's term would commence on March 15, 2017, and end June 30, 2018. The new Planning Commissioner will also be sworn in at the regular Planning Commission meeting of March 23, 2017.

Historically, the Mayor (or Presiding Officer) 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 (interview questions attached). Each interview will last for approximately 15 minutes, with two (2) minutes allotted for the applicants' personal statements, as well as for each interview question, with the remaining time allocated for City Council follow-up questions.

FISCAL IMPACT

There is no fiscal impact.

STAFF COMMUNICATION WITH THE PUBLIC

A report of significant, non-routine contacts and meetings between senior staff and members of the public and/or the City's advisory bodies. This list is considered current as of the agenda publication date; additional contacts will be reported verbally at the Council meeting. If there was no staff communication with the public, please report as such.

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

PREPARED BY: Sheri Hartz, City Clerk
Lorrayne Leong, Deputy City Clerk

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



Carolyn Lehr, City Manager

ATTACHMENTS

1. Resolution
2. FY2016-17 Planning Commission Roster
3. Application: D. Miguel Guerrero
4. Application: Christine Thomson
5. Planning Commission Interview Questions