



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 20, 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 _____ And _____ As Planning Commissioners To Serve On The Planning Commission For Terms Commencing July 1, 2017, And Ending June 30, 2020; And Amending The FY2017-18 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 three year staggered terms. 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 variances, use permits and other planning entitlements (may be subject to appeal to the City Council).

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 June 20, 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 (1) 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 five (5) 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 Commissioners' terms would commence on July 1, 2017, and end on June 30, 2020. The new Planning Commissioners will also be sworn in at the regular Planning Commission meeting on June 22, 2017.

Historically, the Mayor will be 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 afterward (Planning Commission interview questions attached). Each interview will be approximately 10 to 15 minutes, with time allocated for the applicant's personal statement, as well as for the interview questions, and City Council follow-up questions.

DISCUSSION

There are two (2) scheduled vacancies on the Planning Commission due to terms ending June 30, 2017. Notice of the vacancies was posted on the City's three (3) bulletin boards. In addition, the City Clerk's Office included noticing of the vacancies on the City's website, Twitter and ETV Cable Channel 27, and announced the upcoming recruitment at Council meetings. Staff also reached out to former applicants asking if they were still interested in being considered for appointment. Applications were due June 5, 2017.

The following applications have been received for these vacant positions:

- Lawrence Cardoza (incumbent)
- Gail Donaldson (incumbent)
- Douglas Miguel Guerrero

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: 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. Current Planning Commission Roster
3. Planning Commission Interview Questions
4. Application: Lawrence Cardoza
5. Application: Gail Donaldson
6. Application: Douglas Miguel Guerrero