



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: July 10, 2018

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 For A Term Commencing Immediately And Ending June 30, 2019; And _____ And _____ As Planning Commissioners For Terms Commencing July 1, 2018, And Ending June 30, 2021; And Amending The FY2018-19 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 vacancies, adjustments and use permits (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 July 10, 2018, 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 already been satisfied through the other four 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 be reflected as the following:

- | | | |
|---|---------------------|---|
| 1 | Unscheduled Vacancy | Term: July 10, 2018 through June 30, 2019 |
| 2 | Scheduled Vacancies | Term: July 1, 2018 through June 30, 2021 |

The newly appointed Planning Commissioners will be sworn in at the regular Planning Commission meeting on August 23, 2018.

Historically, the Mayor will act as the moderator for the City Council interview process of Planning Commission applicants, with applicants being provided with the opportunity to make a short personal statement and answer specific questions (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 a total of three (3) vacancies on the Planning Commission—one (1) unscheduled vacancy, and two (2) scheduled vacancies due to terms ending June 30, 2018. 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, Twitter and ETC Cable Channel 27, and announced them at several City Council meetings during the application period. Staff also reached out to former applicants asking if they were still interested in being considered for appointment. Applications were due June 11, 2018.

Applications have been received from the following people:

- Jonathan Hidalgo
- Christine Thomson (incumbent)
- C. Tito Young

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 confirming that applications were received 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

- Current Planning Commission Roster
- Applicant: Jonathan Hidalgo
- Applicant: Christine Thomson
- Applicant: C. Tito Young
- Resolution