



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: September 3, 2019
TO: Christine Daniel, City Manager
FROM: Sheri Hartz, 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 Immediately And Ending June 30, 2022; And Amending The FY2019-20 Local Roster Of Boards, Commissions And Committees Accordingly**

RECOMMENDATION

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

BACKGROUND

On June 18, 2019, the City Council made appointments to the Planning Commission. However, due to a lack of interested qualified applicants, the Council was unable to fill the third impending July 1st vacancy.

Selection Process

The City Council is scheduled to interview Planning Commission applicants and make appointments at a special meeting of the City Council on September 3, 2019, 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 Commissioner's term would commence immediately, and end June 30, 2022. If the appointee is new to the Planning Commission, they will be sworn in at the next regular Planning Commission meeting on October 24, 2019.

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 afterward (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 is one (1) vacancy on the Planning Commission, with a term ending June 30, 2022. Notice of the vacancy was posted on the City's three bulletin boards. In addition, the City Clerk's Office included noticing of the vacancy on the City's website, Twitter and ETV Cable Channel 27, and made announcements at City Council meetings. City Clerk staff also contacted previous applicants to determine whether they had continued interest in serving on the Planning Commission. Applications were due August 5, 2019.

The following applications have been received:

- Erika Mendez
- Flayanna Rogers
- Deepak Sohane

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 Roster
- Draft Resolution
 - 1) Applicant: Erika Mendez
 - 2) Applicant: Flayanna Rogers
 - 3) Applicant: Deepak Sohane