



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: July 20, 2021
TO: Christine Daniel, City Manager
FROM: Sheri Hartz, 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 August 1, 2021, And Ending June 30, 2024; And Amending The FY2021-22 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 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).

On June 15, 2021, City Council decided to re-open the recruitment for the Planning Commission due to the unforeseen resignation of incumbent Commissioner Christine Thomson.

Selection Process

The City Council is scheduled to interview Planning Commission applicants and make appointments at a special meeting of the City Council on July 20, 2021, 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 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 serves as the moderator for the City Council interview process of Planning Commission applicants, with applicants being given the

chance to make a short personal statement and answer specific questions afterward. (Planning Commission interview questions attached.) Each interview will last 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.

DISCUSSION

There are two current vacancies on the Planning Commission. The newly appointed Planning Commissioners' terms would commence as of August 1, 2021, and end June 30, 2024. If there are any appointees that are new to the Planning Commission, they will be sworn in at the regular Planning Commission meeting on August 26, 2021.

Notice of the vacancies were 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, ETV Cable Channel 27, and 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 also reached out to active applicants to inquire whether they would still like to be considered for the Planning Commission. Applications are due Monday, July 19, 2021, by 12:00 PM.

The following applications have been received as of July 9, 2021, the publication date of the meeting agenda:

Al Dram
John (Jack) Ghizzoni, Jr.
Dr. Eugene Tssui
C. Tito Young

Any additional applications that are received between July 9th and July 15th will be added to the list of applicants and the agenda republished on that date. If more applications are received between the July 15th republication and the July 19th noon deadline, they will be added to the online agenda for public review and provided to the City Council in advance of the July 20th interviews and appointments.

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: Lorrayne Leong, Deputy City Clerk

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



Christine Daniel, City Manager

ATTACHMENTS

- Application: Al Dram
- Application: John (Jack) Ghizzoni, Jr.
- Application: Dr. Eugene Tssui
- Application: C. Tito Young
- Draft Resolution
- Exhibit A – Planning Commission Roster