



COMMUNITY DEVELOPMENT DEPARTMENT

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PLANNING COMMISSION STAFF REPORT

Meeting: January 25, 2022

Subject

Election of Planning Commission Chair and Vice Chair, and Committee representatives

Recommended Action

Elect Planning Commission Chair and Vice Chair, appoint representatives and alternates for the Environmental Review Committee (ERC), Design Review Committee (DRC), Housing Commission, Economic Development Committee (EDC), and discuss Hearing schedule for 2022.

Discussion

Chair and Vice Chair:

Selections for Chair and Vice Chair are typically based on seniority and are rotated among Commissioners. The Vice Chair typically is selected by the Commissioners as the Chair. The current Vice Chair is Commissioner Scharf (appointed January 2021, first term ending January 2025). The following Commissioners are listed below in order of term appointment and rotation:

1. Vikram Saxena – appointed January 2019, first term ending month? 2023
2. Sanjiv Kapil – appointed December 2020, first term ending January 2023
3. Muni Madhhipatla – appointed January 2021, first term ending January 2025
4. R Wang – re-appointed January 2021, second term ends month? 2025

While the meeting dates for the Planning Commission meetings in 2022 have been preset to the 2nd and 4th Tuesdays at 6:45 p.m., the Commission may decide to recess specific dates in the Summer and Winter. The Commission could also decide its schedule upon receiving more information from the Council's decision on their recess.

Environmental Review Committee:

Historically, the Chair of the Planning Commission serves on the ERC; however, the Commission can select another commissioner. The Planning Commission's recommended ERC member will be accepted formally by the City Council at one of its meetings.

Design Review Committee:

According to Municipal Code 2.90.050, the Vice Chair of the Planning Commission is the Chair of the DRC. Therefore, the Commission only needs to select one Commissioner and an alternate. The DRC meetings are currently held on the 2nd and 4th Thursdays at 5:00 p.m. Though not recommended to ensure that there is continuity in the meeting day and time, the Municipal Code allows Design Review Committee members to consider a different meeting day and time.

Housing Commission:

As a matter of interest, and not because there are requirements to do so, the Planning Commission selects a representative to attend Housing Commission for ongoing coordination. The Planning Commissioner is an observer at these meetings, is not a voting member and will have no term of office. The selection is usually determined by voluntary Commissioner interest. The current representative may be re-appointed or a new representative may be selected.

Economic Development Committee (EDC):

Each year, the Planning Commission sends a representative to the EDC to help enhance awareness and communication with Cupertino businessowners. The EDC is an ad hoc committee and is currently under restructure with the City Council. The Commission may choose to re-appoint the current representative or appoint a new representative may be selected once the restructuring is completed.

Prepared by: Cyrah Caburian, Administrative Assistant

Reviewed and Approved for Submission by: Piu Ghosh, Planning Manager

Attachments:

- 1 – 2022 Planning Commission Committee Assignments
- 2 – 2021 Planning Commission Committee Assignments
- 3 – Municipal Code chapter 2.32 Planning Commission
- 4 – Municipal Code chapter 2.84 Environmental Review Committee
- 5 – Municipal Code chapter 2.90 Design Review Committee