



COMMUNITY DEVELOPMENT DEPARTMENT

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PLANNING COMMISSION STAFF REPORT

Meeting: February 10, 2026

Subject

Election of Planning Commission Chair and Vice Chair and make the following appointments to other Commission and Committees: a Housing Commission Non-Voting Representative and an Economic Development Committee Representative.

Recommended Actions

Elect Planning Commission Chair and Vice Chair and make the following appointments to other Commission and Committees: a Housing Commission Non-Voting Representative and an Economic Development Committee Representative.

Discussion

Chair and Vice Chair: The Chair and Vice Chair are elected annually among the Commission members (CMC Section 2.32.040¹). The term for Chair and Vice Chair is for one year. While any Commissioner can be nominated and elected as the Chair, most times, the Vice Chair has been selected as the Chair by fellow Commissioners. The selection for Vice Chair has historically been based on seniority with rotation among Commissioners. The current Commissioners are listed below in order of term appointment and rotation:

Name	Term	Date of Appointment	Date Term Ending
Steven Scharf	Second	January 2025	January 2029
David Fung	First	January 2023	January 2027
Seema Lindskog	First	January 2023	January 2027
Tracy Kosolcharoen	First	January 2025	January 2029
Santosh Rao	First	January 2025	January 2029

Other Commission and Committee and Mayor's Meeting Appointments:

Housing Commission Non-Voting Representative: The Planning Commission usually selects a Commissioner to attend Housing Commission meetings in order to provide a brief

¹ [CMC Section 2.32.040](#): The commission shall elect its Chairperson and Vice- Chairperson from among its members. The terms of the Chairperson and Vice-Chairperson shall be for one year.

summary of Housing Commission matters during the “Commission Reports” portion of the Planning Commission Agenda to keep the Commission informed. A Planning Commissioner appointee who attends a Housing Commission meeting is not a voting member and there is no associated term of office. Usually, the selection to be the Housing Commission attendee is determined by the level of interest of a particular Planning Commissioner. However, a selection is not required, and any Commissioner may attend a Housing Commission meeting since they are public meetings. Commissioner Lindskog was selected to be the Housing Commission representative for the past year.

Economic Development Committee Representative: The City Council re-established the Economic Development Committee (EDC) on April 15, 2025, with a requirement to have representatives from several business sectors and commissions, including a requirement to have two councilmember representatives.² On July 15 2025, the City Council changed the composition of the Committee to having one representative each from the City Council and Planning Commission instead of two councilmember representatives.³ The EDC will meet quarterly, unless special meetings are called. The initial term of the representative was established to be until January 30, 2026. Commissioner Kosolcharoen was appointed as the EDC representative for this initial term which ended on January 30, 2026.

Each subsequent representative serves on a one year term ending January 30 of each calendar year or until a successor is appointed (usually in conjunction with the election of the Chair and Vice Chair at the first meeting in February). At this time, the Planning Commission should select an EDC representative for the first full year term. Upon appointment, the representative will be provided additional information by appropriate city staff.

The Mayor’s Meeting with Commissioners: Among other meetings of note and as information, the Mayor’s meeting is a bi-monthly meeting to report on Planning Commission matters. The meeting format alternates between in-person and remote attendance. Information is shared from the City Manager’s Office on these meetings. The meetings must be attended by the Chair. If the Chair is unavailable, the Vice-Chair may attend on behalf of the Chair. If neither is available, an alternate commissioner may be chosen to attend. This can be done on an as-needed basis, and no action is required at this time.

Prepared by: Piu Ghosh, Planning Manager

Reviewed and Approved for Submission by: Luke Connolly, Assistant Director of Community Development

² See Ordinance No. 25-2269 online here:

<https://records.cupertino.org/WebLink/DocView.aspx?id=1168800&dbid=0&repo=CityofCupertino>

³ See Agenda Item: <https://cupertino.legistar.com/LegislationDetail.aspx?ID=7476647&GUID=F7BF3F4E-3941-4592-B381-4A899A6DE4CD&Options=&Search=>. Second Reading of Ordinance No. 25-2273 conducted on a 5-0 vote on 7/16/2025 by Council. Ordinance effective date: 30 days after second reading.