



COMMUNITY DEVELOPMENT DEPARTMENT

CITY HALL

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## PLANNING COMMISSION STAFF REPORT

**Agenda Date:** January 14, 2020

### SUBJECT

Appointment of a Chair, Vice Chair and Committee representatives

### RECOMMENDATION

Elect a Chair and Vice Chair

Recommend an Environmental Review Committee (ERC) representative

Appoint a Design Review Committee (DRC) member and an alternate

Appoint a Housing Commission representative

Appoint an Economic Development Committee representative

Discuss the Hearing Schedule for 2020

### BACKGROUND

#### *Terms*

The terms of office of the Chair, Vice Chair and Design Review Committee members are for one year and end in January of each year.

### DISCUSSION

Chair and Vice Chair: The selection of the Chair typically is the Vice Chair, who was Vikram Saxena (appointed in January 2019, first term ends 2023). The selection of the new Vice Chair typically is based on seniority and rotation. The following Commissioners are listed below based on seniority and rotation:

1. Alan Takahashi – re-appointed in January 2017 (second term ends 2021)
2. David Fung – appointed January 2017 (first term ends January 2021)
3. R. Wang – appointed January 2019 (partial term ends January 2021)
4. Catherine Moore – appointed January 2019 (first term ends January 2023)
5. Vikram Saxena – appointed January 2019 (first term ends January 2023)

#### *Environmental Review Committee*

Typically, the City Council reviews the staff members of ERC annually. Historically, the Planning Commission recommends its Chair to serve on the Environmental Review Committee. The Planning Commission's recommended ERC member will be reviewed and formally appointed by the City Council.

### *Design Review Committee*

The Municipal Code provides that the Vice Chair of the Planning Commission is the Chair of the Design Review Committee, so only one member and an alternate need to be appointed.

### *Housing Commission*

The Planning Commission sends a representative to the Housing Commission to provide better communication between the Commissions. The Planning Commissioner is not a voting member and there is no term of office. New appointments occur from time-to-time; the same representative may be re-appointed or a new representative may be selected. Usually the selection is determined by the level of interest of a particular Planning Commissioner.

### *Economic Development Committee*

Each year, the Planning Commission sends a representative to the Economic Development Committee to help enhance awareness and communication with the business community. The Economic Development Committee is an ad hoc committee. There are no term limits, the same representative may be re-appointed or a new representative may be selected.

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Prepared by: Beth Ebben, Deputy Board Clerk

Approved by: Benjamin Fu, Director of Community Development

### ATTACHMENTS:

- 1 - Planning Commission Committee Appointees
- 2 - 2019 Committee Appointments
- 3 - Tentative 2020 Planning Commission Hearing Calendar

