Legislation Details (With Text)

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On agenda:	5/7/2019			**Final action:**	5/7/2019
Title:	Action on Declaring a Vacancy on the Planning Commission due to Resignation from Commissioner Shawn Williams				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Mr. William's resignation email				

Date	Ver.	Action By	Action	Result
5/7/2019	1	Council and Authorities Concurrent Meeting	Approved	

REPORT TO COUNCIL

SUBJECT

Action on Declaring a Vacancy on the Planning Commission due to Resignation from Commissioner Shawn Williams

BACKGROUND

On April 18, 2019 Planning Commissioner Shawn Williams submitted his resignation from the Planning Commission (Attachment 1) resulting in a vacancy on the Commission. Mr. Williams was appointed to the Planning Commission on October 18, 2018 to fill an unexpired term ending June 30, 2019.

DISCUSSION

On April 1, 2019, the City Council conducted Planning Commission interviews to fill a partial term. At that meeting, the City Council interviewed 15 applicants, and established an eligibility list with the top three applicants: Jayapriya Cheukuru; Vandana Upadhyay; and Megan Swartzwelder.

The established eligibility list is active for one year from the date it was established, April 1, 2019, and is to be used in the event a vacancy occurs. The City Council is to invite those candidates to interview and appoint from the eligibility list.

In light of the recent resignation, staff recommends the following:

- Accept resignation and declare the vacancy on the Planning Commission
- Direct Assistant City Clerk to invite Jayapriya Cheukuru, Vandana Upadhyay, and Megan Swartzwelder to interview with the City Council on May 14, 2019
- Due to the timing of the vacancy and the term ending June 30, 2019, fill the partial term ending June 30, 2019 and allow the newly appointed commissioner to serve a full term from July 1, 2019 ending June 30, 2023.

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ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

There is no additional cost to the City other than administrative staff time and expense.

COORDINATION

This report has been coordinated with the City Attorney’s Office.

PUBLIC CONTACT

Additional public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email clerk@santaclaraca.gov <mailto:clerk@santaclaraca.gov> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

1. Accept resignation, Declare a Vacancy on the Planning Commission; and
2. Set May 14, 2019 for Interviews to fill the partial term ending June 30, 2019 and a full term ending June 30, 2023.

Reviewed by: Nora Pimentel, Assistant City Clerk
Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Mr. William’s resignation email