



## Agenda Report

19-1640

Agenda Date: 1/15/2019

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### REPORT TO COUNCIL

#### **SUBJECT**

Action on Planning Commission Vacancy

#### **BACKGROUND**

On December 5, 2018 Raj Chahal resigned from the Planning Commission as he was elected to the City Council. Therefore, a vacancy has been created for a partial term ending June 30, 2022.

#### **DISCUSSION**

City Charter Section 1006 states:

*There shall be a City Planning Commission consisting of seven members to be appointed by the City Council from the qualified electors of the City, none of whom shall hold any paid office or employment in the City government...*

Past practice has been to set the Planning Commission selection interviews at a regular City Council meeting and allow four to six weeks for the recruitment period to be conducted.

Staff recommends setting the application deadline for February 22, 2019. An interview date will be set for a City Council meeting and applicants will be notified on the selection process.

Advertising of the vacancy will be disseminated via the City's website, social media and the City Manager's blog. The City Clerk's Office will also notify current commissioners, previous commissioners/committee and board members, as well as those on the interest list.

#### **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.

#### **PUBLIC CONTACT**

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) <<mailto:clerk@santaclaraca.gov>> or at the

public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

1. Declare a partial term vacancy ending June 30, 2022.
2. Set February 22, 2019 at 5:00 P.M. as the deadline to receive applications in the City Clerk's Office.
3. Set March 5, 2019 at 6:00 P.M. for the Planning Commission Vacancy Interviews.

Reviewed by: Nora Pimentel, Assistant City Clerk

Approved by: Deanna J. Santana, City Manager

**ATTACHMENT**

1. Mr. Chahal's resignation email