



**DATE:** November 18, 2019

**CATEGORY:** Consent

**DEPT.:** City Clerk's Office

**TITLE:** **Environmental Planning  
Commission Recruitment Update and  
Authorization of Current  
Commissioner's Leave of Absence**

### **RECOMMENDATION**

Authorize a leave of absence for Environmental Planning Commissioner Margaret Capriles for the period of January 5, 2020 to May 26, 2020.

### **BACKGROUND**

On November 12, 2019, the City Council met in Study Session to interview three applicants for the Environmental Planning Commission for two upcoming openings: two terms January 1, 2020 to December 31, 2023. The Council did not make appointments and directed staff to readvertise the openings, including information that Council may appoint an Alternate, and referred to the Council Policy and Procedures Committee the advisory body attendance policy and the policy on the appointment of Alternates.

Per Council Policy K-2, Council Advisory Appointments, the current Environmental Planning Commissioners with terms expiring December 31, 2019 will remain on the Commission until new members are appointed.

In addition, Council considered a request for leave of absence from current Environmental Planning Commissioner Margaret Capriles for the period of January 5 through May 26, 2020 (Attachment 1). Following discussion, Council recommended approval of the request.

### **ALTERNATIVES**

1. Appoint applicants to the Environmental Planning Commission.
2. Do not approve a leave of absence for Environmental Planning Commissioner Margaret Capriles for the period of January 5 through May 26, 2020.

3. Other direction as provided by Council.

**PUBLIC NOTICING** – Agenda posting and a courtesy notification to all applicants.

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Attachment: 1. Request for Leave of Absence