



**DATE:** November 27, 2018

**CATEGORY:** Items Initiated by Council

**DEPT.:** City Clerk

**TITLE:** **Environmental Planning  
Commission Members Appointment  
Process**

### **RECOMMENDATION**

Make an exception to Council Policy K-2 and direct staff to do the following:

1. Reopen the application period for the Environmental Planning Commission and accept applications through January 4, 2019.
2. Schedule a Study Session to interview all Environmental Planning Commission applicants the week of January 7, 2019.

### **BACKGROUND**

Per [Council Policy K-2: Council Advisory Body Appointments](#), the entire City Council interviews Environmental Planning Commission (EPC) candidates at a Council Study Session during the month of November, and at the conclusion of the interviews, the Council determines their appointment recommendations and takes final action at the next Regular Council Meeting.

This past September, the City Clerk's Office conducted a recruitment process for openings on the EPC. Originally, openings included two terms expiring December 31, 2018, which were seats currently held by John Scarboro and Margaret Capriles. John Scarboro was eligible for reappointment but chose not to apply. Margaret Capriles has termed out but has requested reappointment. Per Council policy, the Council may determine that it is in the best interest of the community to reappoint beyond a term limit.

Four applications were received from this recruitment period that ended September 28, 2018, including one from Margaret Capriles and one late application received October 1, 2018.

Since the application deadline, elections for the City Council have been held, and based upon preliminary results, there are likely to be two more openings on the EPC. Due to these two potential additional openings and the receipt of just four applications, we recommend that the City Council not conduct interviews in 2018, and instead direct the City Clerk's Office reopen the EPC recruitment period to allow for more applicants and then hold interviews after the reopened recruitment for the entire pool of candidates.

### **ALTERNATIVES**

Alternatively, the Council could:

1. Hold interviews in 2018 and fill all of the openings from the current pool of applicants.
2. Hold interviews in 2018 with the original pool of candidates, fill some or none of the vacancies in 2018, reopen the application period, conduct interviews of new applicants in 2019, and make the remaining appointments based on the entire pool of candidates in 2019.
3. Provide other direction.

### **PUBLIC NOTICING**

Agenda posting and a courtesy notification to current Environmental Planning Commission members and current applicants.

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