



Staff Reports

File #: 2099-2019, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Tiffany Carranza, City Clerk

Prepared By: Paulette Cooper, Office Assistant II

TITLE:

Planning Commission Membership

RECOMMENDED ACTION:

Appoint three individuals to the Planning Commission; with one being designated as a Design Professional, for two terms beginning January 1, 2020 and ending on December 31, 2021 and one term effective immediately and ending on December 31, 2021.

DISCUSSION:

COMPOSITION AND PURPOSE OF THE COMMISSION

The Planning Commission is governed by Chapter 2.68 of the City of Napa Municipal Code. The Planning Commission consists of five members. Two members shall be design professionals. The Planning Commission provides recommendations to the City Council on matters related to land use and planning, particularly related to amendments to the City's General Plan policies and Zoning Ordinance; and is the "decision-making body" for specified actions, especially those pertaining to buildings and construction, subdivision, and zoning within the City of Napa.

As defined by Napa Municipal Code Section 2.68.020, a "design professional" is a person who demonstrates, to the satisfaction of the City Council, that he or she has professional experience (in the fields of architectural design, landscape architecture, urban planning, building, sustainability, or a related field) that is sufficient to assist the member in the effective evaluation of applications for development projects. In determining whether a particular person is a "design professional," the City Council may consider as relevant experience the candidate's membership on this Commission, or a commission responsible for reviewing applications for development projects.

NUMBER AND TIMING OF VACANCIES INCLUDING SPECIAL QUALIFICATIONS

There are two seats to be filled due to term expirations (effective December 31, 2019). One seat is a designated "Design Professional."

There is one seat to be filled due to the resignation of Alexander Myers, effective, September 30, 2019. His term on the Planning Commission was to end on December 31, 2019.

RECRUITMENT PROCESS

The City Clerk accepted applications for the Committee from August 30, 2019 through October 4, 2019. Recruitment announcements were published on the City's website, posted at various locations at City Hall, Human Resources, and the Community Services building, and sent to the Napa County Library, Napa Valley College, Napa Chamber of Commerce, Napa Valley Unified School District, Napa County Board of Supervisors, Napa County Administration, Napa County Hispanic Chamber of Commerce, Napa Valley Coalition of Non-Profit Agencies, Napa Valley Community Housing, Puertas Abiertas Community Resource Center, and Leadership Napa Valley.

APPLICATIONS RECEIVED

Thirteen applications were received: Beth Painter, Robert Muh, Janet Kloenhamer, Heather McCollister, Elsa Vare, Paul W. Kelley, Robert R. Onate, Jessica Penman, Bernardo A. Narvaez, Debra A. Kircher, Donald C. Haagstad, Kara Brunzell, and William A. Tuikka.

Donald C. Haagstad withdrew his application on October 18, 2019, William A. Tuikka and Elsa Vare withdrew their applications on October 21, 2019.

SPECIAL NOTES

Beth Painter is applying for her third term and Paul W. Kelley is applying for his fourth term.

Current Commissioner Paul W. Kelley is serving as one of the two designated "Design Professionals." Mr. Kelley has reapplied as a "Design Professional." New applicants Heather McCollister, and Robert R. Onate, are applying as a "Design Professional".

FINANCIAL IMPACTS:

None.

CEQA:

The City Clerk has determined that the recommended action described in this agenda report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

DOCUMENTS ATTACHED:

ATCH 1 - Applications

NOTIFICATION:

Applicants