



## Staff Reports

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**File #:** 409-2020, **Version:** 1

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**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, as follows:

- 1) Two individuals for terms beginning immediately and ending December 31, 2022, and;
- 2) One individual to fill either the unexpired remaining term of Ms. Painter's ending December 31, 2021; or, fill the unexpired remaining term plus an additional full term ending December 31, 2023.

**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, 2020). One of these seats is designated as a "Design Professional."

There is also a third seat to be filled due to a special vacancy. On November 3, 2020, Beth Painter

was elected to City Council as Councilmember for District 2. Her term on the Planning Commission was to end on December 31, 2021.

With regard to the appointment to fill the unexpired term of Ms. Painter, as per section 4.6.3 of Policy Resolution 10, Council has the authority to:

- a) Appoint a Commission member for the unexpired remaining term
- b) Appoint a Commission member for the unexpired remaining term plus an additional two-year term.

## RECRUITMENT PROCESS

The City Clerk accepted applications for the Commission from October 22, 2020 through December 11, 2020. Recruitment announcements were shared on the City's website and social media platforms, published in the City's electronic newsletter "Napa News Weekly", 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

A total of seventeen (17) applications were received: Kara Brunzell; Richard H. Von Saal; Danielle N. Barreca; Gordon A. Huether; Beverly Shotwell; Guillermo Rosas; Katherine Lambert; Heather McCollister; David B. Campbell; Michael W. Rupprecht; Ryan O'Connell; Tyler Rodde; Bob Massaro; Sudhir K. Chaudhary; Sally M. Gordon; Ricardo A. Hurtado; and Judy Chang.

## SPECIAL NOTES

Gordon Huether is an incumbent applying to be appointed to new term. Gordon Huether was first appointed by the City Council on December 14, 2004.

Current Commissioners Paul Kelley and Gordon Huether are serving as the designated "Design Professionals." Incumbent, Gordon Huether, and new applicants, Richard Von Saal, Guillermo Rosas, Katherine Lambert, and Sudhir K. Chaudhary are qualified as "Design Professionals".

All applicants have confirmed their attendance for the January 5, 2021 City Council meeting and will be appearing via Microsoft TEAMS for the interview process.

## 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