

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY
AGENDA REPORT

For meeting of: March 7, 2006

TO: Honorable Mayor and City Council

FROM: Debra Ryan, City Manager

TITLE: Discussion and Possible Direction of City Council Resolution
Outlining the Selection Procedures for Planning Commissioner
Appointments

RECOMMENDATION:

Staff recommends that the City Council:

- 1) Review the attached Resolution C-25-98 Approving a Policy Regarding Selection Procedures for Planning Commissioners.
- 2) Provide direction to staff regarding next steps for At-large Planning Commission Positions.

BACKGROUND:

At the City Council meeting of February 21st the City Council appointed six members to the Planning Commission based on the information provide by the City Manger that there was no adopted policy or guideline adopted by the Council outlining a required process.

Subsequent to the meeting of Feb 21st, staff located a Resolution approved by the City Council in 1998 outlining the policy regarding the selection procedures for Planning Commissioners. This resolution states that for At-Large positions: "Nominations shall be accepted only of applicants who have been interviewed by the City Council prior to such nomination." The Councilmember-Designee Positions procedures do not require that nominees be interviewed.

ATTACHMENTS:

1. Resolution C-25-98

Prepared by:



Debra Ryan, City Manager

RESOLUTION NO. C-25-98

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING A POLICY REGARDING SELECTION PROCEDURES FOR PLANNING COMMISSIONERS

WHEREAS, Section 2.24.020 provides that appointments to the Planning Commission shall be made pursuant to the policy adopted by Resolution of the City Council by a majority vote of the entire City Council; and

WHEREAS, the City Council desires to establish an amended policy regarding the selection procedure for Planning Commissioners; and

WHEREAS, the City Council finds that in the interest of public participation and the residents of the City of Half Moon Bay, a selection procedure for the Planning Commission is warranted whereby five members are selected through a Council preference procedure, and the remaining two members are selected through an at-large procedure; and

WHEREAS, Government Code §65101 vests in the City Council the right to establish the size of the Planning Commission and requirements for service on the Planning Commission.

NOW, THEREFORE, be it resolved by the City Council of the City of Half Moon Bay as follows:

1. The selection procedure for Planning Commissioners as set forth in Attachment A hereto is hereby approved.
2. This Resolution shall become effective upon adoption.

* * * * *

I hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Half Moon Bay at a Regular meeting held on the 3 day of March, 1998 by the following vote;

AYES: Councilmembers Coleman, Donovan, Ruddock, Stone

ATTACHMENT "A"

Board and Commission Interest Pool

The City Clerk shall establish and maintain a pool of Half Moon Bay residents who are interested in and qualified to serve on City boards and commissions. Persons may submit their names to the pool at any time, and the City Clerk shall advertise for new membership in the pool on an annual basis. Names shall be maintained in this pool for a period of two years after the date of submission. The City Council shall schedule interviews of selected persons from the pool from time to time as necessary to make appointments to the various boards and commissions. For the further purposes of this attachment, a person whose name is maintained in the pool shall be referred to as an "applicant."

SELECTION PROCEDURES FOR PLANNING COMMISSIONERS

Five members of the Planning Commission shall be designated as "Councilmember-Designee Planning Commissioners." The remaining two members of the Planning Commission shall be designated as "At-large Planning Commissioners.¹" Each Councilmember-Designee Planning Commissioner shall be selected in accordance with the process set forth below for Councilmember-Designee Positions.

Councilmember-Designee Positions

Upon the vacancy of a Planning Commissioner Designee position, or upon the request of the Designating Councilmember, staff shall place the appointment of the affected Planning Commissioner Designee position on the agenda of the next regular meeting of the City Council. At that meeting, the Designating Councilmember shall nominate an applicant. The City Council shall vote on this nomination. If the nomination is approved, the applicant will become the affected Councilmember's Designee on the Planning Commission. If the nomination is not approved, the nominating Councilmember shall be entitled to make two more nominations. If after this process no nomination is approved, the floor will be open to additional nominations from all Councilmembers. The City Council shall vote on these nominations.

A majority vote of the entire City Council in favor of the applicant is required to approve a nomination. Once a Commissioner has been selected, he or she shall replace the Commissioner who previously occupied that Planning Commissioner

The City Council may, by majority vote, suspend these procedures to approve the nomination of an incumbent Commissioner re-nominated by the responsible Councilmember.

At-Large Positions

Upon the vacancy of an At-large Planning Commission position, or upon the motion of the City Council, staff shall place the appointment of the affected At-large Planning Commissioner position on the agenda of the next regular meeting of the City Council. At the next regular City Council meeting, the floor will be open to nominations from all Councilmembers. Nominations shall be accepted only of applicants who have been interviewed by the City Council prior to such nomination. The City Council shall vote on these nominations. Any applicant receiving three votes shall be appointed to the Commission. If necessary, additional nominations shall be made and voted upon until all vacancies have been filled.

Once an At-large Commissioner has been selected, he or she shall replace the Commissioner who previously occupied that At-large position effective at the next regular meeting of the Planning Commission unless the Council determines to make the appointment effective upon a different date.

The City Council may, by majority vote, suspend these procedures to approve the nomination of an incumbent Commissioner re-nominated by the responsible Councilmember.

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1. Upon the date of the adoption of this Attachment, the following Planning Commissioners occupy the listed positions on the Commission:

<u>Name</u>	<u>Designating Councilmember</u>	<u>Term Expires</u>
John Sullivan	Deborah Ruddock	1998
Robin King	Naomi Patridge	1998
David Mier	Dennis Coleman	1998
Robert Hansen	Jerry Donovan	2000
Richard Curtis	Betty Stone	2000
Don Heinz	at-large	2000
vacant seat	at-large	2000

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST: *Dorothy F. Tolbert*
City Clerk

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PASSED AND ADOPTED AT THE
COUNCIL MEETING OF
3-3-98
DR
CITY CLERK

Naomi Patridge
Naomi Patridge
Mayor