



## Staff Report

**Date:** April 5, 2016

**To:** City Council

**From:** Valerie J. Barone, City Manager

**Reviewed by:** Joelle Fockler, MMC, City Clerk  
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**Subject:** **Announcement of an Unscheduled Vacancy on the City of Concord Planning Commission**

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### Report in Brief

In accordance with Policy and Procedure No. 89, this announcement initiates a recruitment to fill an unscheduled vacancy on the Planning Commission for a term expiring February 28, 2017.

### Recommended Action

Staff recommends that the City Council announce a recruitment to fill an unscheduled vacancy on the Planning Commission; and set Friday, May 6, 2016, at 5 p.m. as the deadline for receipt of applications by the City Clerk.

### Background

On March 16, 2016, Planning Commissioner Ernesto Avila was appointed to the Contra Costa Water District Board of Directors, leaving an unscheduled vacancy on the Planning Commission. This recruitment is to fill the vacancy on the Planning Commission to complete Commissioner Avila's term that expires February 29, 2017.

The **Planning Commission** consists of five members serving staggered four-year terms. All members must be residents of Concord. The Commission meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 6:30 p.m. in the City Council Chamber at 1950 Parkside Drive and

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members receive a small stipend per meeting. Members are expected to develop and maintain a long range comprehensive General Plan of the Concord planning area, review developments, tentative subdivision maps, use permits, and rezoning applications. Planning Commission meetings are televised live on Channel 28 (Comcast) and Channel 29 (Astound).

**Public Contact**

A Notice of Vacancy was posted on March 18, 2016.

A news release will be issued and distributed to our current distribution list following the announcement of the opening. The announcement will be televised on the Concord TV Cable Channel 28 (Comcast) and Channel 29 (Astound) Community Bulletin Boards. The news release will be posted at the Senior Citizen's Center, Concord Police Department, and Concord Library, in the City's agenda display case, and posted on the City's webpage.