THE ROLE OF A PLANNING COMMISSIONER
SESSION OUTLINE

INTRODUCTIONS

HOW TO BE AN EFFECTIVE PLANNING COMMISSIONER

- Be effective at the public meeting
- Understand your role
- Establish and foster relationships

OUR TIPS FOR YOU

Q&A
INTRODUCTIONS

Patricia Curtin
Jason Laub
Lou Muñoz
BE EFFECTIVE AT THE PUBLIC MEETING

Know your role vs staff

Components of a public hearing

Tips on the deliberation process
City of Lafayette
ACTION AGENDA
Planning Commission

Regular Meeting

Date: Monday, March 19, 2018
Time: 7:00 PM
Location: Lafayette Library and Learning Center—Community Hall
3496 Mount Diablo Boulevard, Lafayette, California 94549

1. Call to Order
2. Roll Call
   Present: Chair Gutzwiler, Vice Chair Huisingh, Commissioners Atajievich, Blitt, Chastain, and Lovitt
   Absent: Commissioner Curtin
3. Adoption of Agenda
4. Public Comments
   For items not on this or an upcoming agenda and within the purview of the Commission.
5. Consent Calendar
   Action: Approved
   Vote: Ayes: Atajievich, Blitt, Chastain, Lovitt, Huisingh, Chair Gutzwiler; Noes: none
   a. February 20, 2018 Draft Meeting Minutes
      Recommendation: Approve
   b. Residential Design Guidelines - Update to the 1990 Residential Design Review Guidelines and
      ZT01-18 City of Lafayette (Applicant) – Revision to the Design Review findings.
      Recommendation: Continue without discussion to April 16, 2018.
      Project Planners: Sarah Allen, seleen@lovelafayette.org, (925) 299-3208 and Julia Koppman
      Norton, jnorton@lovelafayette.org, (925) 299-3202
   c. ZT04-17 City of Lafayette (Applicant): City-initiated zoning text amendment for a
      comprehensive update to Chapter 6-4 of the Lafayette Municipal Code (Off-Street Parking).
      Recommendation: Continue without discussion to April 2, 2018.
      Project Planners: Emily Carroll, (925) 299-3242, scarroll@lovelafayette.org; Sarah Allen, (925)
      299-3208, seleen@lovelafayette.org; Nirup K. Srivasta, (925) 299-3206, nsrivasta@lovelafayette.org
   d. ZT05-17 City of Lafayette (Applicant): City-initiated zoning text amendment for a
      comprehensive update to Chapter 6-4 of the Lafayette Municipal Code (Activity Classifications).
      Recommendation: Continue without discussion to April 2, 2018.
      Project Planners: Emily Carroll, (925) 299-3242, scarroll@lovelafayette.org; Sarah Allen, (925)
      299-3208, seleen@lovelafayette.org

6. Continued Public Hearing
   (none)
7. New Public Hearings
   a. HDP22-13CC Scott Carino & Will Malleri [Owners], LR-5 Zoning: Request for a change to the
      approved plans for (1) Hillside Development Permit for a new 1-story, maximum 286" high,
      3,090 sq. ft. residence, (2) exceptions to build within the setback and 15 degree declination of

8. Other Business
   a. 2017 Housing Legislation and Action Items
      Recommendation: Provide comments on the task list and direct staff to prepare a work plan and
      budget.
      Project Planner: Nirup K. Srivasta, (925) 299-3206, nsrivasta@lovelafayette.org
      Action: Provided comments and directed staff to agenda further discussions at future meetings.
      Vote: [6-0] Ayes: Gutzwiler, Blitt, Atajievich, Chastain Huisingh, Lovitt; Noes: none; Recused: None
   b. Conflict of Interest Policy
      Recommendation: Provide feedback to the City Council.
      Planner: Nirup K. Srivasta, (925) 299-3206, nsrivasta@lovelafayette.org
      Action: Provided feedback to the City Council.
      Vote: [0-0] Ayes: Blitt, Atajievich, Chastain Huisingh, Lovitt; Noes: none; Recused: None
   c. ARC Volunteer for March 30th - Lovitt

9. Commissioners’ Reports
10. Planning Director’s Report
11. Adjournment
   The meeting was adjourned at 9:30 PM to the next regularly scheduled meeting of Monday, April 2,

Lisa A. Martin, Planning & Building Department

Any writings or documents pertaining to an open session item provided to a majority of the Planning Commission less than 72 hours prior to the meeting, shall be made available for public inspection at the front counter at the City Offices, 3675 Mount Diablo Boulevard, Suite 210, Lafayette, California during normal business hours.

March 19, 2018

Lisa A. Martin, Planning Commission
UNDERSTAND YOUR ROLE

Appointed by City Council

Not a policy maker

Charged with making policy recommendations

Opportunity to make an impact
ESTABLISH & FOSTER RELATIONSHIPS

Fellow commissioners

City Council

Public

Staff
OUR TIPS FOR YOU
OUR TIPS FOR YOU

Be transparent in your decision making

Avoid conflicts of interest

Don’t dominate the discussion
OUR TIPS FOR YOU

Be well prepared

Visit the site

Listen attentively at meetings
OUR TIPS FOR YOU

Alert staff of changes & concerns ahead of time

Articulate reasons for your decisions

Take advantage of training opportunities
“Cities have the capability of providing something for everybody, only because, and only when, they are created by everybody.”

— Jane Jacobs, The Death and Life of Great American Cities