

# THE ROLE OF A PLANNING COMMISSIONER

*Patricia Curtin,  
Lafayette*

*Jason Laub,  
Concord*

*Lou Muñoz,  
Rancho  
Cucamonga*

*PCA 2018*

# 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**

**Patricia Curtin**

**Jason Laub**

**Lou Muñoz**

**INTRODUCTIONS**

# BE EFFECTIVE AT THE PUBLIC MEETING

Know your role vs staff

Components of a public  
hearing

Tips on the deliberation  
process

HOW TO BE AN EFFECTIVE  
COMMISSIONER: CURTIN



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  
3494 Mount Diablo Boulevard, Lafayette, California 94549

1. Call to Order

2. Roll Call

Present: Chair Gutzwiller, Vice Chair Huisingsh, Commissioners Atajevich, Bliss, Chastain, and Lovitt  
Excused: 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: Atajevich, Bliss, Chastain, Lovitt, Huisingsh, Chair Gutzwiller; 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, [sallen@lovelafayette.org](mailto:sallen@lovelafayette.org), (925) 299-3208 and Julia Koppman Norton, [jnorton@lovelafayette.org](mailto:jnorton@lovelafayette.org), (925) 299-3202

c. ZT04-17 City of Lafayette (Applicant): City-initiated zoning text amendment for a comprehensive update to Chapter 6-6 of the Lafayette Municipal Code (Off-Street Parking).

Recommendation: Continue without discussion to April 2, 2018.

Project Planners: Emily Carroll, (925) 299-3242, [ecarroll@lovelafayette.org](mailto:ecarroll@lovelafayette.org); Sarah Allen, (925) 299-3208, [sallen@lovelafayette.org](mailto:sallen@lovelafayette.org); Niroop K. Srivatsa, (925) 299-3206, [nsrivatsa@lovelafayette.org](mailto:nsrivatsa@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, [ecarroll@lovelafayette.org](mailto:ecarroll@lovelafayette.org); Sarah Allen, (925) 299-3208, [sallen@lovelafayette.org](mailto:sallen@lovelafayette.org)

6. Continued Public Hearings (none)

7. New Public Hearings

- a. HDP22-13CC Scott Carino & Will Mallari (Owners), UR-5 Zoning: Request for a change to the approved plans for (1) Hillside Development Permit for a new 1-story, maximum 28'6" high, 8,090-sq. ft. residence, (2) exceptions to build within the setback and 13 degree declination of

a Class II ridge/dike, (3) a grading permit for 3,000 cubic yards of earth movement (1,500 cy cut; 1,500 cy fill), (4) tree permit to remove 17 trees, and (5) design review for height exceeding 17 ft. on a vacant parcel on Monticello Road. APN 243-070-012.

Recommendation: Adopt Planning Commission Resolution 2018-04 approving the proposed changes to the siting & massing, subject to conditions set forth in Exhibit A.

Project Planner: Jean Eisberg, (415) 841-3539, [jeisberg@lovelafayette.org](mailto:jeisberg@lovelafayette.org)

Action: Adopted Resolution 2018-04 approving the revised siting & massing, subject to conditions, as amended at the meeting.

Vote: (5-0) Ayes: Gutzwiller, Bliss, Atajevich, Chastain Huisingsh, Lovitt; Noes: None; Recused: None

b. ZT02-18 City of Lafayette (Applicant): City-initiated zoning text amendment for a comprehensive update to the Chapter 6-9 of the Lafayette Municipal Code (Business and Commercial Districts).

Recommendation: Provide feedback and continue the matter to April 2, 2018 to allow staff to prepare a resolution recommending approval to City Council.

Project Planners: Emily Carroll, (925) 299-3242, [ecarroll@lovelafayette.org](mailto:ecarroll@lovelafayette.org); Sarah Allen, (925) 299-3208, [sallen@lovelafayette.org](mailto:sallen@lovelafayette.org)

Action: Conducted the public hearing, provided feedback and continued the matter to April 2, 2018.

Vote: (5-0) Ayes: Gutzwiller, Bliss, Atajevich, Chastain Huisingsh, Lovitt; Noes: None; Recused: None

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: Niroop K. Srivatsa, (925) 299-3206, [nsrivatsa@lovelafayette.org](mailto:nsrivatsa@lovelafayette.org).

Action: Provided comments and directed staff to agendaize further discussions at future meetings.

Vote: (5-0) Ayes: Gutzwiller, Bliss, Atajevich, Chastain Huisingsh, Lovitt; Noes: None; Recused: None

b. Conflict of Interest Policy

Recommendation: Provide feedback to the City Council.

Planner: Niroop K. Srivatsa, (925) 299-3206, [nsrivatsa@lovelafayette.org](mailto:nsrivatsa@lovelafayette.org)

Action: Provided feedback to the City Council.

Vote: (5-0) Ayes: Gutzwiller, Bliss, Atajevich, Chastain Huisingsh, Lovitt; Noes: None; Recused: None

c. ARC Volunteer for March 30<sup>th</sup> – Lovitt

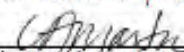
9. Commissioners' Reports

10. Planning Director's Report

11. Adjournment

The meeting was adjourned at 9:50 PM to the next regularly scheduled meeting of Monday, April 2, 2018. The next meeting of the Design Review Commission is March 26, 2018.

I, Lisa A. Martin, declare under penalty of perjury that this agenda has been posted at least 72 hours in advance at the Lafayette City Offices, 3675 Mount Diablo Boulevard, Lafayette, California.

  
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.

Estimated times are given as a service to the public. Please be advised that an item on the agenda may be considered earlier or later than indicated.

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# UNDERSTAND YOUR ROLE

Appointed by City Council

Not a policy maker

Charged with making policy recommendations

Opportunity to make an impact

HOW TO BE AN EFFECTIVE  
COMMISSIONER: LAUB

# ESTABLISH & FOSTER RELATIONSHIPS

Fellow commissioners

City Council

Public

Staff

HOW TO BE AN EFFECTIVE  
COMMISSIONER: MUÑOZ

# OUR TIPS FOR YOU

*Curtin*

*Laub*

*Muñoz*



# OUR TIPS FOR YOU

Be transparent in your  
decision making

Avoid conflicts of  
interest

Don't dominate the  
discussion

*Curtin*

# OUR TIPS FOR YOU

**Be well prepared**

**Visit the site**

**Listen attentively at meetings**

*Laub*

# OUR TIPS FOR YOU

Alert staff of changes & concerns ahead of time

Articulate reasons for your decisions

Take advantage of training opportunities

*Muñoz*

# QUESTIONS?

“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\*](#)