



Legislation Text

File #: 17-0414, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Mark Danaj, City Manager

FROM:

Liza Tamura, City Clerk

George Gabriel, Management Analyst

SUBJECT:

Accept Resignation for Planning Commissioner Ortmann, Declare Vacant Planning Commission Seat No. 1 (Ortmann), and Direct City Clerk to Conduct Public Outreach (City Clerk Tamura).

ACCEPT RESIGNATION, DECLARE VACANCY, AND CONDUCT PUBLIC OUTREACH

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept the resignation from Planning Commissioner Steve Ortmann,
2. Declare Vacant Planning Commission Seat No. 1 (Ortmann),
3. Direct the City Clerk to conduct public outreach.

FISCAL IMPLICATIONS:

Sufficient funds are available in the City Clerk's Fiscal Year 2017-2018 budget for public outreach efforts.

BACKGROUND:

The Planning Commission consists of five members and meets on the 2nd and 4th Wednesdays of each month. The Commission is responsible for long-range planning activities, including use permits, commercial planned development permits, zone changes, code amendments, and modification to long-range planning documents, including the City's General Plan and Local Coastal Plan.

On September 20, 2017, Commissioner Ortmann tendered his letter of resignation to the City; effectively leaving Planning Commission, Seat No. 1, Member-at-Large seat, vacant.

Manhattan Beach Municipal Code (MBMC) Section 2.44.040 states, "Whenever an unscheduled vacancy occurs on a Commission, Board or Committee, a special notice is to be posted in the City Clerk's Office, and in other places as directed by the City Council within twenty (20) days after the City receives notice of the vacancy."

DISCUSSION:

Commissioner Ortmann's term is scheduled to expire May 31, 2018. Per Ordinance No. 1975, if a

vacant seat has 18 months or less remaining in its term, the newly appointed commissioner would complete the original term and automatically be reappointed to a 3-year term without additional City Council action. Therefore, the newly appointed commissioner will complete the original term slated to expire on May 31, 2018 and automatically be reappointed to a term expiring on May 31, 2021.

Upon City Council's approval to declare this seat vacant, the City Council can direct staff to conduct public outreach and advertise the vacant seat in the October 12, 2017 and October 26, 2017 editions of the Beach Reporter, the October 12, 2017 edition of the Easy Reader, post notices at City Hall, Manhattan Heights & Joslyn Community Center bulletin boards, the City's website as a "News" item, the City's social media channels and send an e-notification to website subscribers. In addition, staff will notify interested and eligible candidates (from the Annual Interview and Appointment Process on May 2, 2017) of the current vacancy.

Staff will conclude public outreach at the scheduled application deadline of October 31, 2017 at 5:30 PM. Depending on the number of applicants and City Council direction, staff will determine whether interviews will be needed. The appointment to this seat is tentatively scheduled for the Wednesday, November 8, 2017 City Council meeting.

Staff recommends the City Council accept the resignation from Planning Commissioner Steve Ortmann, declare Vacant Planning Commission Seat No. 1 (Ortmann), and direct the City Clerk to conduct public outreach.

POLICY ALTERNATIVES:

None applicable.

PUBLIC OUTREACH/INTEREST:

Upon City Council's approval to declare this seat vacant, the City Council can direct staff to conduct public outreach and advertise the vacant seat in the October 12, 2017 and October 26, 2017 editions of the Beach Reporter, the October 12, 2017 edition of the Easy Reader, post notices at City Hall, Manhattan Heights & Joslyn Community Center bulletin boards, the City's website as a "News" item, the City's social media channels and send an e-notification to website subscribers. In addition, staff will notify interested and eligible candidates (from the Annual Interview and Appointment Process on May 2, 2017) of the current vacancy.

ENVIRONMENTAL REVIEW

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

LEGAL REVIEW

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

Attachment:

1. Commissioner Ortmann Resignation Letter