



Contra  
Costa  
County

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: June 26, 2018

Subject: RECOMMENDATION FOR APPOINTMENT TO THE COUNTY PLANNING COMMISSION

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**RECOMMENDATION(S):**

APPOINT Bhupen Amin to the At Large #1 seat on the County Planning Commission to a four-year term beginning July 1, 2018 and ending June 30, 2022.

**FISCAL IMPACT:**

Planning Commissioners receive a County-paid stipend of \$50 per meeting, not to exceed \$300 a month, plus mileage reimbursement.

**BACKGROUND:**

On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The Board also directed that the IOC personally conduct interviews of applicants for At Large seats on several boards, committees, and commissions including the Contra Costa County Planning Commission.

The Planning Commission's powers and duties include:

APPROVE

OTHER

RECOMMENDATION OF CNTY  
ADMINISTRATOR

RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **06/26/2018**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 26, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea,  
(925) 335-1077

By: Stacey M. Boyd, Deputy

- Exercise all powers and duties prescribed by law (statute, ordinance or board order), including consideration of matters referred to it by the zoning administrator except those powers and duties specifically reserved or delegated to other divisions of the planning agency;

## BACKGROUND: (CONT'D)

- Initiate preparation of general plans, specific plans, regulations, programs and legislation to implement the planning power of the county;
- Be generally responsible for advising the legislative body of matters relating to planning, which, in the opinion of the commission, should be studied;
- Be the advisory agency as designated in Title 9 of this code for the purpose of passing on subdivisions;
- Hear and decide all applications or requests for proposed entitlements estimated to generate one hundred or more peak hour trips unless otherwise provided by this code or board order; and
- Hear and make recommendations regarding proposed development agreements when it is hearing the related project applications being processed concurrently with the development agreements.

On June 30, 2018, the term for one Planning Commissioner will expire. The term of office for the vacant seat is July 1, 2018 - June 30, 2022. At the direction of the Internal Operations Committee, staff initiated a five-week recruitment by issuing a press release (attached) on April 13th advertising the vacancy, with an application deadline of May 18th. The recruitment garnered three applications, attached. Incumbent Marvin Terrell chose not to apply.

On June 11, the Internal Operations Committee interviewed candidates LaMar Anderson (Concord) and Sathya Rao (Alamo). Candidate Bhupen Amin (Walnut Creek) was unable to attend due to travel. The Internal Operations Committee recommends the appointment of Mr. Bhupen Amin to the At Large #1 seat.

## ATTACHMENTS

County Planning Commission Roster May 2018

Press Release\_County Planning Commission

Candidate Application\_Bhupen Amin\_Planning Commission

Candidate Application\_LaMar Anderson\_Planning Commission

Candidate Application\_Sathya Rao\_Planning Commission