

HOLLY L. WOLCOTT  
CITY CLERK

SHANNON HOPPE  
EXECUTIVE OFFICER

When making inquiries relative  
to this matter, please refer to  
the Council File No. **17-0162**

# City of Los Angeles CALIFORNIA



ERIC GARCETTI  
MAYOR

OFFICE OF THE  
CITY CLERK

**Council and Public Services Division**  
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BRIAN WALTERS  
DIVISION MANAGER

[clerk.lacity.org](http://clerk.lacity.org)

March 15, 2017

Dear Mr. Mitchell:

RE: APPOINTMENT TO THE LOS ANGELES CITY PLANNING COMMISSION

The Office of the City Clerk received the Mayor's letter appointing you to the Los Angeles City Planning Commission. In order to expedite Council confirmation of your appointment, your attendance at the following meetings are needed:

- Planning and Land Use Management (PLUM) Committee meeting on **Tuesday, March 21, 2017** at 2:30 PM, in the John Ferraro Council Chamber, Room 340, City Hall, 200 North Spring Street, Los Angeles, CA 90012 (entrance on Main Street).
- Los Angeles City Council meeting on **Tuesday, March 22, 2017** at 10:00 AM, in the John Ferraro Council Chamber, Room 340, City Hall, same address as above.

In addition to appearing at the above confirmation hearings, you may consider doing the following as well:

- Contact the offices of Councilmember Jose Huizar at (213) 473-7014, Chair of the PLUM Committee, and Councilmember David Ryu at (213) 473-7004, your elected official for the Council District in which you reside, to answer any questions they may have prior to your confirmation.
- Be prepared to answer questions as a part of Committee and Council consideration, including, but not limited to, your qualifications as they relate to this appointment, any potential conflicts or perceived conflicts of interest by you serving on this Commission and your understanding of the Department of City Planning including the issues it faces. The Policy on Commission Appointments is attached to this letter, which was adopted by Council and consists of their guidelines in considering appointments to commissions that they may discuss with you.

Please be advised that both the PLUM Committee and City Council reserve the right to continue this matter to a later date, subject to any time limit constraints.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Zina Cheng  
Deputy City Clerk  
[zina.cheng@lacity.org](mailto:zina.cheng@lacity.org)  
(213) 978-1537

**CITY COUNCIL**  
**POLICY ON COMMISSION APPOINTMENTS**  
**Adopted, February 2006**

The strength of this City lies in its diversity. The City benefits from a mix of different cultures and ethnic groups. The City's population includes old and young, rich and poor, and everyone in between. Our concerns are those typical to a large metropolitan area. Only by tapping into the depth and variety of our City's population can we ensure our government will be truly representative, promoting and protecting the interests of all those who live and work in our municipality.

The City Council is committed to the goal of helping create a commission system with a membership reflective of the City's diversity, while striving always to ensure that departments have the benefit of qualified, talented, energetic, and committed commissioners.

In order to promote these goals, the City Council will be guided in its consideration of appointees to City commissions by the following:

1. Council should be mindful of Charter Section 501(e), which states: "Unless otherwise provided in the Charter, the Mayor, Council or other appointing authority shall strive to make his or her overall appointments to appointed boards, commissions or advisory bodies established by the Charter or ordinance reflect the diversity of the City, including, but not limited to, communities of interest, neighborhoods, ethnicity, race, gender, age and sexual orientation."
2. Council should strive to promote geographic balance and equal representation on commissions from all areas of the City. A reasonable goal would be to have no Council district with fewer than 5% or more than 10% of the commissioners.
3. Council should strive to promote the selection of commissioners who are committed to promoting the best interests of the City. While acknowledging that reasonable people can differ on issues, the City should strive to appoint commissioners who support policies and practices that are consistent with those established by the City.
4. Council should strive to promote the selection of commissioners who have evidenced a commitment to the highest standards of ethics in their personal and business activities.
5. Council should strive to ensure that appointees possess the basic education, training and experience necessary for service as a City commissioner.
6. In considering reappointments of commissioners, Council should review any record of attendance during previous commission service in order to determine whether the appointee possesses the level of commitment expected of a City commissioner.
7. In considering appointments to commissions which oversee departments with a Citywide focus, because of the nature of the services provided and/or the facilities

maintained by the department, Council should place a special emphasis on Citywide representation. A reasonable goal would be to have no more than one member from any single Council district or distinct community of the City on such a commission.

8. In considering appointments to commissions which oversee departments with major facilities concentrated in one or more locations, and which therefore have a disproportionate impact on those surrounding communities, Council should strive to include at least one representative from the impacted community. An impacted community should be defined as the areas immediately adjacent to the facility rather than simply the general area or the Council district in which the facility is located.
9. Council should take into consideration whether the work of the commission will benefit from members who have experience or background specific to areas with which the commission must deal on a regular basis.
10. In considering appointments to commissions, which must deal with relatively technical issues, Council should take into account whether the appointee possesses specific expertise, education and experience related to those issues.
11. In considering appointments to commissions with responsibilities that include areas of special interest to and impact on children, young people, seniors and the disabled, Council should strive to include members who can represent those interests effectively.
12. Commissions whose decisions often have economic consequences for City residents, (e.g., the setting of utility rates, homeless issues) should have a membership which reflects the economic diversity of the City in order to ensure that the potential impact of decisions on people in differing economic situations will be considered.
13. Council and appointees should be mindful of financial interests that may raise potential conflict of interest issues under state law (e.g., the appointee's investments, business positions, sources of income and gifts, real property interests, and personal finances).
14. Council and appointees should be mindful of the types of outside interests of an appointee or his/her spouse that may raise potential conflict of interest issues under City Charter Section 222. Examples of such interests include: board memberships or leadership positions with non-profit organizations (including community-based organizations, business or trade associations, homeowners associations, unions and others), memberships on other governmental boards, clients and other business relationships, and participation as a party in a lawsuit against the City. This is not a comprehensive list, however, and the City Attorney's determination under Charter Section 222 necessarily requires a case-specific analysis taking into account the relationship between the commissioner, the outside interest and the specific matter before the commission.