



# MEMORANDUM

**DATE:** October 8, 2007

**TO:** Planning Commission

**FROM:** Thomas Rogers, Associate Planner  
Community Development Department

**RE:** **Agenda Item D1: Selection of Planning Commission  
Representatives to the El Camino Real/Downtown Vision Plan  
Consultant Review Committee**

On September 25, 2007, the City Council approved a process to procure consultant services for an El Camino Real/Downtown Vision Plan. The staff report for this meeting, which includes background information and more detail on the Request for Proposal (RFP) process, is included as Attachment A. The RFP, with some wording modified slightly by the Council, was issued the following day to the recommended five consulting firms. Proposals are due on October 24, 2007.

As part of this action, the Council authorized the formation of a six-person committee to review proposals, interview representatives of the respondent firms, and provide a recommendation to the Council. The review committee would be comprised of the following:

- City Council Member John Boyle
- City Council Member Rich Cline
- Two Planning Commissioners to be appointed by the Planning Commission
- Community Development Director Arlinda Heineck
- City Manager Glen Rojas

Review committee members should be prepared to spend several hours during the last week of October to review the proposals independently. In addition, review committee members should be able to attend consultant interviews during the first two weeks of November. The interviews would ideally be grouped together on one day, although scheduling constraints could result in them being

broken up into multiple sessions. The last interview would be followed by a discussion and evaluation session intended to generate a single recommendation for the Council's consideration. The Council is tentatively scheduled to review this recommendation at its meeting of November 13, 2007.

The Commission should solicit volunteers for the review committee. If more than two Commissioners volunteer, the full Commission should vote to select the two representatives. As part of its approval of this process, the Council requested that the Planning Commission consider appointing two representatives that provide a balance of interests and backgrounds.

During the visioning process itself, there may be an opportunity for one or more Planning Commissioners to serve on a working group or similar committee. However, the exact structure of the visioning process is still to be determined, pending receipt and review of the project proposals. Any Planning Commission representatives on a working group or similar committee would be selected at a future date.

## **ATTACHMENTS**

- A. City Council Staff Report, dated September 25, 2007

## **EXHIBITS TO BE PROVIDED AT MEETING**

None

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