



**TOWN OF LOS GATOS  
SPECIAL MEETING OF THE TOWN COUNCIL:  
COMMISSIONER INTERVIEWS AGENDA  
APRIL 15, 2025  
110 EAST MAIN STREET AND TELECONFERENCE  
TOWN COUNCIL CHAMBERS  
5:45 PM**

*Matthew Hudes, Mayor  
Rob Moore, Vice Mayor  
Mary Badame, Council Member  
Rob Rennie, Council Member  
Maria Ristow, Council Member*

**IMPORTANT NOTICE**

This is a hybrid meeting and will be held in-person at the Town Council Chambers at 110 E. Main Street and virtually through Zoom Webinar (log-in information provided below). Members of the public may provide public comments for agenda items in-person or virtually through the Zoom Webinar by following the instructions listed below.

**HOW TO PARTICIPATE**

The public is welcome to provide oral comments in real-time during the meeting in three ways:

- **Zoom Webinar (Online):** Join from a PC, Mac, iPad, iPhone or Android device. Please click this URL to join: <https://losgatosca.gov.zoom.us/j/86832460276?pwd=la9NDUZI5oYre5JW8qtTPoHEgUaEdM.1>  
Passcode: 592097. You can also type in 868 3246 0276 in the "Join a Meeting" page on the Zoom website at zoom.us and use passcode 592097.
  - When the Mayor announces the item for which you wish to speak, click the "raise hand" feature in Zoom. If you are participating by phone on the Zoom app, press \*9 on your telephone keypad to raise your hand.
- **Telephone:** Please dial (877) 336-1839 for US Toll-free or (636) 651-0008 for US Toll. (Conference code: 1052180)
  - If you are participating by calling in, press #2 on your telephone keypad to raise your hand.
- **In-Person:** Please complete a "speaker's card" located on the back of the chamber benches and return it to the Town Clerk before the meeting or when the Mayor announces the item for which you wish to speak.

**NOTES:** (1) Comments will be limited to three (3) minutes or less at the Mayor's discretion.

(2) If you are unable to participate in real-time, you may email [Clerk@losgatosca.gov](mailto:Clerk@losgatosca.gov) with the subject line "Public Comment Item #\_\_" (insert the item number relevant to your comment). All comments received will become part of the record.

(3) Deadlines to submit written comments are:

11:00 a.m. the Thursday before the Council meeting for inclusion in the agenda packet.

11:00 a.m. the Monday before the Council meeting for inclusion in an addendum.

11:00 a.m. on the day of the Council meeting for inclusion in a desk item.

## CALL MEETING TO ORDER

## ROLL CALL

**APPROVE REMOTE PARTICIPATION** *(This item is listed on the agenda in the event there is an emergency circumstance requiring a Council Member to participate remotely under AB 2449 (Government Code 54953)).*

**VERBAL COMMUNICATIONS** *(Members of the public may address the Council only on the agenda items. Each speaker is limited to no more than three (3) minutes or such time as authorized by the Mayor.)*

## OTHER BUSINESS

1. Interview Applicants and Make Appointments for Short-Term Vacancies on the Town's Boards, Committees, and Commissions.

## APPOINTMENTS

## ADJOURNMENT

**ADA NOTICE** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104].

**NOTE** The ADA access ramp to the Town Council Chambers is under construction and will be inaccessible through June 2025. Persons who require the use of that ramp to attend meetings are requested to contact the Clerk's Office at least two (2) business days prior to the meeting date.

**NOTICE REGARDING SUPPLEMENTAL MATERIALS** Materials related to an item on this agenda submitted to the Town Council after initial distribution of the agenda packets are available for public inspection in the Clerk's Office at Town Hall, 110 E. Main Street, Los Gatos and on Town's website at [www.losgatosca.gov](http://www.losgatosca.gov). Town Council agendas and related materials can be viewed online at <https://losgatos-ca.municodemeetings.com/>.



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 04/15/2025

ITEM NO. 1.

ITEM NO: 1

DATE: April 11, 2025  
TO: Mayor and Town Council  
FROM: Chris Constantin, Town Manager  
SUBJECT: Interview Applicants and Make Appointments for Short-Term Vacancies on the Town's Boards, Committees, and Commissions

**RECOMMENDATION:**

Interview Applicants and make appointments for short-term vacancies on the Town's Boards, Committees, and Commissions.

**FISCAL IMPACT:**

There is no fiscal impact associated with the appointments.

**BACKGROUND:**

The Town's Boards, Committees, and Commissions (hereafter "Commissions") advise Los Gatos elected officials on policy and community interest matters. The Town of Los Gatos had an open recruitment for all Boards, Commissions, and Committees with existing vacancies. Only Commissions with qualified applicants are included in the recommended action. Commission members are appointed by a majority vote of the Town Council with the exception of the Finance Commission.

Notices for the recruitment were shared on Town social media platforms; posted in the Town Clerk's Office, library, and outside of the Community Development Department; and included in the Town's newsletter. A notice was also advertised on KCAT Channel 15 and displayed on the Town's official website. Email and text notifications were sent on March 21, 2025, to approximately 48 subscribers who had requested updates on Boards, Commissions, and Committee recruitments.

**PREPARED BY:** Wendy Wood  
Town Clerk

Reviewed by: Town Manager and Assistant Town Manager

SUBJECT: Boards and Commissions Interviews and Appointments

DATE: April 15, 2025

**DISCUSSION:**

The recruitment for short-term vacancies on the Planning Commission, General Plan Committee, and Personnel Board opened on March 21, 2025, and closed on April 10, 2025. Individuals interested in serving on a Town Board, Committee, or Commission were encouraged to complete the appropriate application(s) and submit them via the Boards, Commissions, and Committees application portal during the designated recruitment period. Applicants were permitted to apply to multiple Commissions. At the close of the recruitment, four applications were received for the Planning Commission, one application was received for the Personnel Board, and no applications were submitted for the General Plan Committee.

On April 15, 2025, the Town Council will interview applicants for the vacant Commission positions. Following the interviews, each Council Member will complete a written ballot with their respective selections. The Town Clerk will tally the votes and issue runoff ballots if needed. Applicants are appointed with a majority vote. Upon completion of the appointment process, the Town Clerk will announce the votes.

The number of vacancies and applications received for each Commission are listed below. The order of the interviews will be as follows:

**PLANNING COMMISSION (PC)**

One (1) seat for a short-term expiring December 31, 2026.

**Applicants (4):**

Rasha Lashin  
Chris Ray  
Annie Schwartzstein  
Joseph Sordi

**Vacant Term (1):**

Vacant

**PERSONNEL BOARD**

One (1) seat for a short-term expiring December 31, 2025.

**Applicants (1):**

Martha Johanson

**Vacant Term (1):**

Vacant

**CONCLUSION:**

At the conclusion of the interviews, the Council will make appointments based on a majority vote by ballot. The Town Clerk will announce the appointments, and all applicants will receive a notification regarding the appointments. The Town Clerk will advertise any unfilled positions for the next recruitment in fall 2025, or as directed by the Town Council at this meeting.

**COORDINATION:**

The preparation of this report was coordinated with the Town Manager.

SUBJECT: Boards and Commissions Interviews and Appointments

DATE: April 15, 2025

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Applications
2. Council Policy 2-11: Commissions Appointments, Residency and Attendance Requirements, and Establishing a Quorum

# **Planning Commission Applications**



Personal Information

First Name

Rasha

Street Address

REDACTED

City

Los Gatos

Phone

REDACTED

Employer

Visa Inc

How long have you lived in Los Gatos?

5

Last Name

Lashin

Apt, Suite. Etc.

REDACTED

Zip Code

95032

Email

REDACTED

Job Title

Senior director global risk management

## Planning Commission Information

**Please list what experience, education, or volunteer positions that you have held.**

I am bachelor degree graduate of economics. I always did volunteer for supporting, organizing and implementation plans for the WVMA in Los Gatos. I also volunteered for holiday hours to support distribution of gifts for kids who are need of community support

**Why are you interested in serving on the Planning Commission?**

I am so amazed about Los Gatos as an area and how it has grown beautifully over the past couple of years. This I am sure is based on great study and decision done at the planning permission committee. I am so keen to be part of continued great decision to support enable the committee effectively and safely.

**How would you define the role of a Planning Commissioner in relation to the Town Council in planning matters?**

The Planning Commission enforces the current zoning standards the Town Council has adopted. As a Planning commissioner, it will be our role to enforce the zoning standards whenever there are objective standards. For any subjective matters, the planning commission must deliberate and choose the right course of action on a project based on the rights of the owners and rights of others. If there is a need for a change in policy, I think it would be pertinent for the Planning Commission to bring those recommendations to the Town Council and work together to review the change.

**Have you ever attended or viewed a Planning Commission meeting? If yes, please note which meeting you viewed or attended and provide a summary of your observation. If not, why not?**

I viewed the details for this Planning permission meeting date: 12/11/2024 - 7:00pm where there was a pre-circulated calendar, agenda, and zoom access to the public to ensure all relevant stakeholders are included to support the decision needed for consent of annual review of conditional approved permit.



**How will you demonstrate impartiality in your role as a Commissioner with your personal beliefs with regards to land use and planning policies?**

As mentioned above, I view my role as enforcing the current zoning standards adopted by the Town council, irrespective of my personal beliefs. I intend to uphold the vision of Los Gatos to maintain a high quality of life and preserve the character of the Town, including maintaining a balanced, well-designed mix of residential, commercial, service and open space uses, fostering a pedestrian-oriented community with a small town, village-like character.

My goal is to make sure that I am fair with every application, and to ensure that regardless of my personal beliefs, make a determination on any issues with the highest of empathy for each person by giving them the time, noting the points each person makes, and then using my best judgment to decide on issues with the intention of applying the vision and mission of Los Gatos.

**The Commission is expected to demonstrate knowledge of the Town Code and its land use and planning policies. What experience do you have that would be useful on the Commission?**

I am so sorry experienced leader that make decisions inline with organization expectations and I am also able to develop policies from scratch with research and alignment with the appropriate internal legal and regulatory bodies. My policies are globally and are always simple to execute easily for the organizations

**How would you describe your approach to planning and how it would relate to making a land use or policy determination?**

My approach is generally to follow the defined policy by the commission and then leverage to build my approach to the decision. This is how I do it currently in my role leveraging my International experience from EU, and US to serves the diverse culture needs while ensuring to comply with local regulations and organizational success. I bring an extensive experience internationally to help support the Los Gatos committee at my best.

**The Planning Commission meets at least twice a month and requires a significant amount of homework. Are you prepared to make the commitment to spend the amount of time required to attend regular meetings, committee meetings, do site visits, and study the packet material?**

*Response*

Yes



You are expected to serve on at least one other Committee (General Plan Committee, Historic Preservation Committee, Conceptual Development Advisory Board). Will you have the time to serve on the additional Committee?

*Response*

Yes

Please let us know how you heard about the recruitment:

- ☒ Town Website
- ☐ Town Newsletter
- ☒ Los Gatos Weekly Ad
- ☐ Los Gatan Ad
- ☒ Social Media
- ☒ Friend/Neighbor
- ☐ Town Meeting
- ☐ Service Group
- ☐ Chamber Of Commerce
- ☐ Kcat Ad
- ☐ Other

---

*Explain if "Other"*

## Case Study #1 - Fictitious Location

**What is your initial reaction to the above referenced project?**

*Response*

My initial reaction is that this project is within the Town zoning, restrictions and doesn't have traffic impact based on the study. Note also that they are proposing 10,000 sq. ft., and they are allowed to build 15,000 sq. ft., so it is only 2/3rd the size. Also note that Smith Blvd has other commercial buildings. The owner has a right to build on that property, and since they are within the zoning standards, and there is no adverse traffic impact, I would be initially in favor of this application. I would like to learn more from the neighbors if there are other impacts, and will look at ways if those impacts can be mitigated before making the final decision.

**What issues do you feel will need to be investigated further?**

*Response*

The traffic impact since this is a concern from some residents.

**How would you weigh your personal observations or experience regarding traffic and the professional input and recommendations of Town staff and Town consultants?**

*Response*

For issues to be investigated further, I am not sure if the traffic impact is on certain days, or certain times, and I want to make sure that traffic study has studied the specific concerns highlighted by the majority of neighbors.

I would say that I am not an expert in zoning or traffic, so I would weigh the analysis and testimony of the experts much higher. I will however, critically analyze the traffic study to make sure that the right elements were studied, and whether the outcomes are supported by evidence.

This will help me build compelling recommendations to the Town Staff and Town Consultants that would help enable supporting the decision.

## Case Study #2 - Fictitious Location

What is your initial reaction to the above referenced project?

*Response*

My reaction is that this project is within the Town zoning, and restrictions. Yes, that is correct - it meets the objective criteria. Exactly on the 2 story - we cannot deny this owner the right to construct a two story home especially since there are other 2 story homes.

What issues do you feel will need to be investigated further?

*Response*

I think we need to look at 2 things, mass of the house and privacy as these are the critical areas that need investigation to make the best decision for the owner and the neighborhood.

Mass = bulkiness - how bulky does it look as compared to other 2 story or even one story

On the privacy, I would look to see what is the impact - for example, can second floor windows look straight into the other house. and whether there are ways to mitigate the privacy by planting hedges or trees to obscure the view into neighbors homes and backyards. If not, I would consider asking the homeowner to increase the sill height of the windows to help mitigate the privacy.

How would you weigh your personal observations or experience regarding neighborhood compatibility and privacy and the professional input and recommendations of Town staff and the Town consultant?

*Response*

I would need to look at the plans and also possibly do a site visit to make a determination on the privacy impact, and whether there are mitigations available to address the concerns.

This will help me to assess the mass of the house compared to the area.

I strongly believe that this will help make an informed decision that works well for all involved.

## Verification

*I affirm that the information provided in this application is accurate and complete. I also acknowledge that I have reviewed the application deadline and interview date as specified on the Public Boards & Commissions website.*

Yes, I so affirm.

*Signature*

*Signature Date*



Personal Information

First Name

chris

Street Address

REDACTED

City

Los Gatos

Phone

REDACTED

Employer

Christies International Sereno Los Gatos

How long have you lived in Los Gatos?

29 years

Last Name

ray

Apt, Suite. Etc.

REDACTED

Zip Code

95032

Email

REDACTED

Job Title

Minority Owner/Real Estate Agent

## Planning Commission Information

**Please list what experience, education, or volunteer positions that you have held.**

I have a degree in Construction Management from Cal Poly San Luis Obispo. I have been a realtor for 29 years here in Los Gatos and help found and am part owner of Sereno Group Real Estate, a locally owned and Los Gatos based company. I have served on two boards including the San Jose Leadership Academy Board and the Senior Housing Solutions Board. I also was on the board of Los Gatos Little League for 6 plus years. I have in the past been a member of the LG Chamber of Commerce, and went through the Los Gatos Leadership Academy about 15 years ago. I was also a member of the Saratoga Men's club for a short time a few years back

**Why are you interested in serving on the Planning Commission?**

I have been exposed to and involved in development and real estate for almost the entire 29 years I have live here in town. Im actively involved in the community and now have the time to get more involved, give back and help make our town even better than it already is

**How would you define the role of a Planning Commissioner in relation to the Town Council in planning matters?**

During a time where there is much controversy about development in Los Gatos and the bay area as a whole, I feel its extremely important to get involved whenever possible to help represent the interest of our town and community. As a planning commissioner i hope to provide a balanced and fair approach to new projects coming across the desk of of the commission.

**Have you ever attended or viewed a Planning Commission meeting? If yes, please note which meeting you viewed or attended and provide a summary of your observation. If not, why not?**

I watched to most recent meeting on line last week and watch other meetings online when time permits. Over the past 20 plus years I have attended numerous meetings in person, either as an interested member of the town, or as a visitor with the Los Gatos Leadership Academy, and on behalf of friends or neighbors whose projects have come in front of the commission.

**How will you demonstrate impartiality in your role as a Commissioner with your personal beliefs with regards to land use and planning policies?**

Impartiality is the absolute key to being a successful commissioner. If not neutral to start then how can the commission be viewed as impartial. Combining my personal beliefs with the laws and policies of the town and commission should make decision making easier, if not fair and impartial. I also believe policies were put in place so that personal beliefs should not get in the way if making the "correct" decision on behalf of Los Gatos

**The Commission is expected to demonstrate knowledge of the Town Code and its land use and planning policies. What experience do you have that would be useful on the Commission?**

As a realtor and part owner of a real estate company founded here in Los Gatos, and with over 29 years of helping clients and friends and family and neighbors buy and sell here in LG, im completely familiar with many of the processes that landowners an homeowners go through to bring a project to fruition. I have a degree in Construction Management from Cal Poly SLO and have bought, remodeled, and sold many homes in the county over the years (although none specifically in LG). What i don't know today i will surely get to know and work hard to understand any town codes and policies that i'm not currently familiar with

**How would you describe your approach to planning and how it would relate to making a land use or policy determination?**

25 years ago my answer would have been "managed growth". Although i think that is not an unreasonable way to proceed, I think now that i'm older and have been in town for a long time and have seen all that has gone on here recently i think extremely cautious and thoughtful growth with an an abundance of care to make sure every single project coming before the board has as much community support as possible is a better strategy. And that each project is thoroughly vetted and reviewed so as to provide the best outcome for the community and town itself. I think homeowners and landowners have the right to redevelop their properties within the law, but should also be thoughtful about how their proposals affect neighbors and the town itself

**The Planning Commission meets at least twice a month and requires a significant amount of homework. Are you prepared to make the commitment to spend the amount of time required to attend regular meetings, committee meetings, do site visits, and study the packet material?**

*Response*

Yes



You are expected to serve on at least one other Committee (General Plan Committee, Historic Preservation Committee, Conceptual Development Advisory Board). Will you have the time to serve on the additional Committee?

*Response*

Yes

Please let us know how you heard about the recruitment:

- ☒ Town Website
- ☐ Town Newsletter
- ☐ Los Gatos Weekly Ad
- ☐ Los Gatan Ad
- ☐ Social Media
- ☐ Friend/Neighbor
- ☐ Town Meeting
- ☐ Service Group
- ☐ Chamber Of Commerce
- ☐ Kcat Ad
- ☐ Other

---

*Explain if "Other"*



## Case Study #1 - Fictitious Location

**What is your initial reaction to the above referenced project?**

*Response*

Based on the summary above and on the surface, the project "appears" to be very straightforward on its way towards approval if there are no objections. But as well all know things are not always so black and white. Obviously the first consideration for me would be hearing from any and all neighbors or town residents that want to comment on the project. For those that oppose the project based on potential traffic impacts, I would want to know how they are basing their opinions. Have they read the traffic study and is it clear to them, do they live immediately next to the proposed development, and how they feel potential additional traffic would affect them adversely. And for those who support the project, why? Do they have a financial interest, do they know the developer, what do they stand to gain from this project. There is a piece of land in LG today that is similar to this scenario at the corner of Los Gatos Blvd and Shannon Road which has been under review for many years for many of the same exact reasons. Finally I would want to further understand the project owner's wants and needs as if this were a real project today, the need for more "commercial" space should at the very least be questioned and might there be a better use for this parcel considering today's current office space climate.

**What issues do you feel will need to be investigated further?**

*Response*

Traffic and Schools. Schools and Traffic. They go hand in hand in our wonderful small town. Every project should be thoroughly vetted for their impact on both of these critical issues. And of course the specific use for the land as I stated above. Is there a current need for this type of project in town even if it's legally allowed to be here.

**How would you weigh your personal observations or experience regarding traffic and the professional input and recommendations of Town staff and Town consultants?**

*Response*

Well, I've been in town for almost 30 years and have first hand personal experience with the significant increase in traffic over the years. I also experienced a scary incident where my 7 year old son was hit by a car on the way home from Blossom Hill School to my previous home on Englewood Ave. He was uninjured but it was an eye opening experience that has since made me keenly aware of how traffic affects schools and the other way around. That being said, I think it's critically important that the planning commissioners rely on and make informed decisions on the studies and the recommendations put forth by the experts that the town has hired and use that info in combination with one's personal experience to guide them in making the best decision for the Town and its residents.

## Case Study #2 - Fictitious Location

**What is your initial reaction to the above referenced project?**

*Response*

My initial reaction is similar to that of the other case scenario in this application, but as occurs often, just because the project meets the towns initial requirements, there is more to it than that. Neighbor and community resident concerns are of the utmost importance when assessing and approving or denying approval of a project. Although this project appears to be straightforward, how it affects neighbors and how it looks to residents in the area matters just as much and the rules that apply here.

**What issues do you feel will need to be investigated further?**

*Response*

Absolutely the first thing that needs to happen is to hear from the neighbors both with objections and support and why they fell the way they do. Location of the building in proximity to the direct neighbors and how close the building is to the property line and how windows affect privacy of neighbors all matter a lot and should be thoroughly understood. As a commissioner, I would also like to get more info on how "much" larger the square footage if this building is compared to its neighbors as the scenario suggests. Is it only a few feet larger or significantly larger than all other structures. Also as a two story building, where are the other two story homes on the street as compared to this one

**How would you weigh your personal observations or experience regarding neighborhood compatibility and privacy and the professional input and recommendations of Town staff and the Town consultant?**

*Response*

Any planning commissioner will of course be a resident and my assumption is that all will at some point be affected by how the commission and/or town council vote so clearly personal observations may come into play, but its clear the rules that must be followed and that town codes guide the way so that should take any precedent over personal observations. The town of Los Gatos has always hired and used top quality and professional consultants to help assist with town issues so recommendations for staff or consultants should carry significant and equal weight when making any decisions.



## Verification

*I affirm that the information provided in this application is accurate and complete. I also acknowledge that I have reviewed the application deadline and interview date as specified on the Public Boards & Commissions website.*

Yes, I so affirm.

*Signature*

Chris Ray

*Signature Date*

02/20/2025

**This Page Intentionally Left Blank**



Personal Information

First Name

Annie

Street Address

REDACTED

City

Los Gatos

State

CA

Phone

REDACTED

Phone Type

REDACTED

Employer

University of California Santa Cruz

How long have you lived in Los Gatos?

1 year

Last Name

Schwartzstein

Apt, Suite, Etc.

REDACTED

Zip Code

95030

Email

REDACTED

Job Title

PhD Student

## Planning Commission Information

**Please list what experience, education, or volunteer positions that you have held.**

I am currently a Developmental Psychology PhD Student at UC Santa Cruz. With this position, I am also a teaching assistant for different psychology courses throughout the year.

**Job Experiences:**

Lab Manager - Princeton University

Research Public Relations Consultant - Ketchum

**Education:**

MS - UC Santa Cruz

BA - University of Minnesota - Twin Cities

**Why are you interested in serving on the Planning Commission?**

I have been interested in land use and planning issues for quite a few years now. I have lived in various locations - everywhere from large cities to small rural towns. It has been fascinating to see how these different locations have changed and developed over the years, especially with competing interests.

I am excited to bring a younger voice to the Planning Commission. In addition, I rent in Los Gatos and I am interested in bringing the unique perspective of a renter to the Planning Commission. I want to contribute my efforts to continue to build Los Gatos in a positive direction.

**How would you define the role of a Planning Commissioner in relation to the Town Council in planning matters?**

The Planning Commission works as a group to assist the Town Council in making detailed and informed decisions about land use topics.

My understanding is that when there is a proposal for a change in land use, the proposal comes to the Planning Commission first. The Planning Commission hears about the proposal and votes on a recommendation to then be sent to the Town Council.

**Have you ever attended or viewed a Planning Commission meeting? If yes, please note which meeting you viewed or attended and provide a summary of your observation. If not, why not?**

Yes, I have watched almost every meeting from the last 6 months or so that has been posted on the Los Gatos YouTube page. One meeting that I found particularly interesting was the meeting on February 12th, 2025. Most of the meeting was dedicated to the public hearing for demolishing the Los Gatos Lodge and constructing a Multi-Family Residential Development. I found it interesting to hear the general public's thoughts about the project, as well as the commissioner's questions and thoughts about the project, especially considering that it was proposed under SB 330.

**How will you demonstrate impartiality in your role as a Commissioner with your personal beliefs with regards to land use and planning policies?**

As a researcher, I prefer to rely on research. I am a mixed-methods researcher, which means that I conducted both qualitative and quantitative research. I am interested in numbers and outcomes, but I am also interested in individual's experiences. I think both of these shape our understanding of outcomes and decisions. I will bring these values with me to my role as a Commissioner, and I believe that this will help me to demonstrate my impartiality. As a researcher, I understand that it is impossible not to have biases, but the important part is that you review the data and the evidence with an open mind and curiosity.

**The Commission is expected to demonstrate knowledge of the Town Code and its land use and planning policies. What experience do you have that would be useful on the Commission?**

As mentioned in my previous answers, I have spent a substantial amount of time watching planning commission meetings and town council meetings specifically because of my interest in land use issues and how those issues relate to the town. I also try to keep up to date with research about land use across the country and how this impacts towns and cities, specifically California.

**How would you describe your approach to planning and how it would relate to making a land use or policy determination?**

I would describe my approach to planning as balancing the demands for growth with the concerns for the preservation of the special nature of the town of Los Gatos.

I am interested in learning about research and facts from those who may be more experienced than me, as well as learning from those who are directly impacted by the changes in land use each day.



The Planning Commission meets at least twice a month and requires a significant amount of homework. Are you prepared to make the commitment to spend the amount of time required to attend regular meetings, committee meetings, do site visits, and study the packet material?

*Response*

Yes

You are expected to serve on at least one other Committee (General Plan Committee, Historic Preservation Committee, Conceptual Development Advisory Board). Will you have the time to serve on the additional Committee?

*Response*

Yes

Please let us know how you heard about the recruitment:

- ☒ Town Website
- ☐ Town Newsletter
- ☐ Los Gatos Weekly Ad
- ☐ Los Gatan Ad
- ☐ Social Media
- ☐ Friend/Neighbor
- ☐ Town Meeting
- ☐ Service Group
- ☐ Chamber Of Commerce
- ☐ Kcat Ad
- ☐ Other

---

*Explain if "Other"*



## Case Study #1 - Fictitious Location

**What is your initial reaction to the above referenced project?**

*Response*

My initial reaction is that the residents concerns about traffic need to be taken seriously, even though the Traffic Impact analysis did not show a significant impact. The office building is at the larger end of the maximum end of the height and square-foot allowance. I think the surrounding neighbors who are in support of development and excited about office space also need to be taken in consideration as well. So there are a few interests that need to be taken into consideration.

**What issues do you feel will need to be investigated further?**

*Response*

I would like to know if other office buildings in the area are similar. I would also be interested to know how many parking spaces are going to be provided in the underground parking. Will those parking spaces only be for commuting workers who work in the office building during the weekdays? Or will they be used during nights and weekends?

**How would you weigh your personal observations or experience regarding traffic and the professional input and recommendations of Town staff and Town consultants?**

*Response*

As a researcher, I typically put my trust in well-conducted studies. I like to base my decisions on facts and research, especially because I know that people in the community can have very different experiences from my own depending on their identities. Therefore, I think I would trust the recommendations of Town staff and Town consultants, especially if it is on a topic I am less informed on, but I do think that it is my nature as a researcher to ask questions to fully understand how they came to their conclusions.

## Case Study #2 - Fictitious Location

What is your initial reaction to the above referenced project?

*Response*

I think it is a concern that the proposed project will result in the largest home in the area. It is also a concern that the neighbors on either side have privacy concerns.

What issues do you feel will need to be investigated further?

*Response*

I would be interested to know if there has been options that have been discussed with the applicant to help mitigate the privacy concerns. I'm specifically thinking about set-backs, adding bushes, and discussions around where windows are placed.

How would you weigh your personal observations or experience regarding neighborhood compatibility and privacy and the professional input and recommendations of Town staff and the Town consultant?

*Response*

I think my goal in this case would be to help people come to a conclusion where the most people are happy. It seems like the Town staff see this project as in compliance with the town's Residential Design Guidelines, so I do think that limits how much we can ask from the applicant. I would want to ensure that we aren't asking too much from the applicant, while also respecting the neighbor's concerns about privacy.

## Verification

*I affirm that the information provided in this application is accurate and complete. I also acknowledge that I have reviewed the application deadline and interview date as specified on the Public Boards & Commissions website.*

Yes, I so affirm.

*Signature*

Annie Schwartzstein

*Signature Date*

04/10/2025



Personal Information

First Name

Joe

Street Address

REDACTED

City

Los Gatos

Phone

REDACTED

Employer

City of San Jose

How long have you lived in Los Gatos?

3 years

Last Name

Sordi

Apt, Suite. Etc.

REDACTED

Zip Code

95032

Email

REDACTED

Job Title

Development Facilitation Officer



## Planning Commission Information

Please list what experience, education, or volunteer positions that you have held.

35 of years of experience in both planning and real estate development (about 10 years in public sector and 25 years in private sector); Master of Urban Planning (SJSU 1997); Master of Real Estate Development (USC 1999).

Why are you interested in serving on the Planning Commission?

I am now interested in using the skills accumulated over my career to collaborate with others in my community to create a better physical built environment.

How would you define the role of a Planning Commissioner in relation to the Town Council in planning matters?

The role of PC is to review applications for consistency with development standards per Town Ordinances and Guidelines. The role of PC is to review these applications in a much greater degree of detail than Town Council would ordinarily need to. This provides support to TC in making any land use decisions that rise to their level of review. It further allows TC to focus their efforts on the many other issues the Town faces that go above and beyond land use and planning matters.

Have you ever attended or viewed a Planning Commission meeting? If yes, please note which meeting you viewed or attended and provide a summary of your observation. If not, why not?

In Los Gatos, I have casually observed portions of several PC hearings over the last three years since moving back to town. Most recently, I watched the PC hearings that discussed redevelopment of both the Los Gatos Meadows site and Los Gatos Lodge site. I was impressed with the way the commissioners questioned both applicants, doing a good job of assertively seeking concessions on these sites, notwithstanding the fact that both developers used the leverage afforded them by recent pro-housing State Laws. I have also attended dozens of other PC hearings in my career in various bay area communities. I have made presentations myself as a developer/applicant to PCs and/or City Councils in Santa Clara, Alameda, San Mateo, Monterey and San Benito counties over my career.

How will you demonstrate impartiality in your role as a Commissioner with your personal beliefs with regards to land use and planning policies?

I will be respectful to all parties involved and use my deep knowledge of the process to explain the rules and impart fair judgement. I have done this in my many planning and development roles for over 35 years, so it is second nature.

**The Commission is expected to demonstrate knowledge of the Town Code and its land use and planning policies. What experience do you have that would be useful on the Commission?**

I have spent 35 years studying, reading and interpreting zoning codes, design guidelines, and related items such as subdivision ordinance standards and hillside ordinances. This has been done on my own behalf as an applicant/developer, but also as a public agency planner interpreting and explaining these codes and standards to lay persons.

**How would you describe your approach to planning and how it would relate to making a land use or policy determination?**

Fundamentally, planning and zoning laws, combined with CEQA are in place to address public health, safety and welfare, and to properly disclose to the public the environmental effects of development. Over the years these laws and processes have been bent too far in the direction of over-regulating development and this has resulted recently in political backlash from the State given the current housing crisis. Unfortunately, some of the State laws have gone too far in swinging this pendulum back in the opposite direction regarding housing development. They appear to be threatening local community health, safety and welfare by throwing zoning out the window completely. Under these circumstances, the Town needs knowledgeable commissioners who can think creatively and use all the strategies in their playbook to negotiate with developers who know the rules of the game have changed. The Town needs people who can stand up and assertively defend the general plan, zoning ordinance and any related design standards. Good developers still care about their community reputation, and this is one way to negotiate with them and seek reasonable solutions.

**The Planning Commission meets at least twice a month and requires a significant amount of homework. Are you prepared to make the commitment to spend the amount of time required to attend regular meetings, committee meetings, do site visits, and study the packet material?**

*Response*

Yes

**You are expected to serve on at least one other Committee (General Plan Committee, Historic Preservation Committee, Conceptual Development Advisory Board). Will you have the time to serve on the additional Committee?**

*Response*

Yes



Please let us know how you heard about the recruitment:

- ☐ Town Website
- ☐ Town Newsletter
- ☐ Los Gatos Weekly Ad
- ☐ Los Gatan Ad
- ☒ Social Media
- ☐ Friend/Neighbor
- ☐ Town Meeting
- ☐ Service Group
- ☐ Chamber Of Commerce
- ☐ Kcat Ad
- ☐ Other

---

*Explain if "Other"*

## Case Study #1 - Fictitious Location

**What is your initial reaction to the above referenced project?**

*Response*

The project complies with all technical requirements. Unless there is something unique about the site (for example, a traffic access/circulation issue supported by technical expert testimony) that presents a conflict or issue, I would be inclined to support approval of this project.

**What issues do you feel will need to be investigated further?**

*Response*

I would be most concerned about the impact of height looming over the adjacent residential parcels. I would ask the developer if they would consider stepping back the building on upper floors if nothing like this (i.e., a daylight plane) already exists in the code or design guidelines.

**How would you weigh your personal observations or experience regarding traffic and the professional input and recommendations of Town staff and Town consultants?**

*Response*

When it comes to traffic volume, I would defer to the consultants and trust the traffic impact model used to determine impact under CEQA. When it comes to immediate site circulation, etc. I would visit the site ideally during different hours of the day and observe traffic movements to see if there are any conflicts that are missed as even the best traffic studies can overlook circulation issues.

## Case Study #2 - Fictitious Location

What is your initial reaction to the above referenced project?

*Response*

I would be inclined to support this project as it does meet codes and standards. However, the impact of new development is felt most acutely by immediate neighbors. I question the applicant and their architect about efforts made and options considered to adjust 2nd floor massing away from property lines as needed. I would also suggest changes to window placement and other items such as outdoor decks to maximize privacy and lessen impact to the immediate neighbor.

What issues do you feel will need to be investigated further?

*Response*

Positioning/location of height/bulk mass on upper floors. Window and deck placement to maximize privacy. Also, landscaping considerations such as tree planting and positioning to also enhance privacy.

How would you weigh your personal observations or experience regarding neighborhood compatibility and privacy and the professional input and recommendations of Town staff and the Town consultant?

*Response*

I would not necessarily assign more weight to one or the other. I consider this to be kind of "apple and oranges" in the sense that technical recommendations of staff and consultant are more code based. The design adjustments I am suggesting above are more site- and situation specific. I would not be bashful about asking questions and suggesting changes. I would also be somewhat deferential to an applicant especially if they have already shown willingness to engage their neighbors in discussion.

## Verification

*I affirm that the information provided in this application is accurate and complete. I also acknowledge that I have reviewed the application deadline and interview date as specified on the Public Boards & Commissions website.*

Yes, I so affirm.

*Signature*

Joe Sordi

*Signature Date*

04/04/2025



# **Personnel Board Applications**



Personal Information

First Name

Martha

Street Address

REDACTED

City

Los Gatos

Phone

REDACTED

Employer

How long have you lived in Los Gatos?

5

Last Name

Johanson

Apt, Suite. Etc.

REDACTED

Zip Code

95032

Email

REDACTED

Job Title



## Personnel Board Information

**Please list what experience, education, or volunteer positions that you have held.**

I have served on several non-profit and statewide committees and boards that support the disability community and the education sector. I have served on a Labor Management Committee and I work in the employment field. I previously served on a Board of Appeals in the county.

**Why are you interested in serving on the Personnel Board?**

I am interested in serving on the Personnel Board because I would like to support the community with my knowledge and related experience.

**Have you ever attended a Personnel Board meeting? If yes, please provide a summary of your observation. If not, why not?**

I have not had the opportunity to attend a Personnel Board meeting because I only recently became aware of this committee.

**What do you see as the role of this Board?**

The role of this Board is to support Town employees with grievances and ensure fair practices are in place.

**What is your experience with labor relations and unionized environments?**

I have served on a Labor Management Committee and I have been a member of different unions.

**What is your experience with personnel or human resources, specifically in regard to disciplines and appeals?**

I have served on a Board of Appeals where I oversaw cases where people or businesses did not comply with local ordinances. I worked with the committee to seek fair resolutions.

**What knowledge or experience do you have in regard to personnel boards in other agencies?**

I have experience serving on related boards and committees. I always seek to find just outcomes.

Assuming you have read the Town's Personnel Rules, what thoughts or comments do you have related to fairness and enforceability of the rules?

I think the Town's Personnel Rules are comprehensive and cover all the areas related to employment in the Town. It provides good guidance to the employees about what to expect about Town policies, processes and expectations. The rules seem to be fair.

Please let us know how you heard about the recruitment:

- ☐ Town Website
- ☐ Town Newsletter
- ☐ Los Gatos Weekly Ad
- ☐ Los Gatan Ad
- ☒ Social Media
- ☐ Friend/Neighbor
- ☐ Town Meeting
- ☐ Service Group
- ☐ Chamber Of Commerce
- ☐ Kcat Ad
- ☐ Other

---

*Explain if "Other"*

### Verification

*I affirm that the information provided in this application is accurate and complete. I also acknowledge that I have reviewed the application deadline and interview date as specified on the Public Boards & Commissions website.*

Yes, I so affirm.

*Signature*

Martha Johanson

*Signature Date*

04/09/2025



**TITLE:** Residency and Attendance Requirements, and Establishing a Quorum

**POLICY NUMBER:** 2-11

**EFFECTIVE DATE:** 2/28/1990

**PAGES:** 7

**ENABLING ACTIONS:**

**REVISED DATES:** 6/13/1994; 6/16/2014; 4/7/2015; 10/18/2016; 2/21/2017; 2/6/2018; 3/19/19; 9/3/2019; 6/1/2021; 12/7/21, 3/15/22, 8/2/22; 9/20/22; 10/03/23; 11/21/23; 3/5/2024

**APPROVED:**

## PURPOSE

To establish a policy to encourage participation by the Town's residents on Town Boards, Commissions and Committees (hereinafter referred to as "Commissions"). The Town of Los Gatos is committed to inclusivity. We value all our community members, regardless of religion, immigration status, ethnicity, race, disability, gender, sexual orientation, or gender identity. The Town will encourage residents to participate on Commissions by advertising vacancies on Commissions for at least 30 days, preparing easily understood applications, maintaining clear descriptions of the role of each Board, Commission, and Committee and its respective members, providing current meeting schedules, and conducting public interviews of all Commission applicants, except as provided by this Policy.

## SCOPE

This Policy applies to all applicants to Town Boards, Commissions, and Committees.

## POLICY

The Town Council encourages public participation in all decision-making and to be successful residents must be assured both that the participation is meaningful and that their input will be valued. The widest representation from the community can only be achieved if vacancies are well advertised so that anyone interested will have the opportunity to apply. Interviews of the applicants conducted in public by the Town Council demonstrates that it values these appointments and that all have an equal opportunity to be appointed. Applicants may apply to more than one Commission, and shall rank their choices in their preferred order, during each recruitment cycle.

To ensure the greatest possible participation by the public, no person shall be appointed to more than one Commission except in those cases where they are ex-officio members of other Boards, Commissions, and Committees, or Commission members (hereinafter referred to as "Commissioners") serving as representatives of their Commission who have been appointed by the Town Council.

## **RESIDENCY REQUIREMENTS**

Residency within the incorporated municipal limits of the Town of Los Gatos, California is required for appointment and continued membership on all Town of Los Gatos Boards, Commissions, and Committees, with the exception of the Youth Commission and the Diversity, Equity, and Inclusion Commission.

### **Youth Commission:**

The members shall be students who are entering grades 8 through 12 in the fall. Membership for the students requires either residency in the incorporated limits of the Town of Los Gatos or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address.

### **Diversity, Equity, and Inclusion Commission:**

Membership composition shall be as outlined in the Commission's enabling resolution and includes a Los Gatos business owner/employee, faith leader who leads a congregation in Los Gatos, and Los Gatos non-profit employee who may or may not reside in Los Gatos.

## **ATTENDANCE REQUIREMENTS**

1. All members of all appointive Commissions should attend all regular and special meetings of said Commissions.
2. Consistent with the Town Council's summer recess, Commissions will not schedule a regular meeting in the month of July to allow time for vacations. Nothing in this policy will prohibit staff from scheduling a special meeting to address urgent Town business.
3. Any member not in attendance at a regular meeting of said Commissions for at least 70% of the duration of the meeting shall be considered absent. To allow Commissioners to plan ahead to meet the 70% requirement, there will be a two-hour time limit for a regular Commission meeting with the exception of the Planning Commission and the Historic Preservation Committee and meetings containing discussion regarding the Town's annual budget.
4. A Commissioner shall be deemed to have automatically surrendered their office if they have either:
  - a. Three consecutive unexcused absences from the regular meetings of the Commission; or
  - b. Unexcused absences totaling more than twenty percent\* of the total number of scheduled regular meetings in any calendar year;\* or

- c. Absences, whether excused or unexcused, totaling more than thirty-five percent\* of the total number of scheduled regular meetings in that calendar year.\*\*
- 5. Excused absences shall be limited to those which meet both of the following requirements:
  - a. The absent Commissioner must have informed the chair and the staff liaison to the Commission of their intended absence prior to the scheduled meeting. (Failure to inform the chair and the staff liaison prior to the meeting shall result in an unexcused absence unless an unusual circumstance prevents advance notice.); and
  - b. The following shall be considered an excused absence:
    - i. An absence due to illness of the Commissioner; or
    - ii. An absence due to a medical emergency of the Commissioner or the Commissioner's family member or loved one; or
    - iii. An absence due to the Commissioner's need to provide direct caregiving related to the illness of the Commissioner's family member or loved one; or
    - iv. An absence due to the death of a Commissioner's family member or loved one; or
    - v. An absence because a Commissioner is away on authorized commission business; or
    - vi. An absence due to required military service; or
    - vii. An absence related to Federal and State Family Leave.
- 6. For all Commissions other than the Finance Commission, vacant positions shall be filled by appointment by a majority vote of the Town Council, for a term equal to the unexpired portion of the office vacated. Any member removed from office due to non-attendance may re-apply to serve on a Town Commission but will not be treated as an incumbent in any subsequent application to the same Commission.

\* Percentages will be rounded to the nearest whole number using standard rounding rules (less than .5 will round down and .5 or more will round up) and if the Commissioner was appointed to fill a vacancy, more than twenty percent of the total number of remaining scheduled regular meetings in that calendar year.

\*\* A calendar year is defined as January 1 through December 31. Any absence that causes the cancellation of a regular meeting due to lack of a quorum shall be counted as an absence for the Commissioner. A regular meeting shall not be cancelled and replaced with a special meeting in order to alleviate an absence by a Commissioner.

## **QUORUM REQUIREMENTS**

The number of members needed to constitute a quorum on any Town Commission shall be a majority of the Commission.



## PROCEDURES

The following procedures will be followed by the applicant, the Town Clerk, and the Town Council for the appointment of applicants to Town Commissions:

### Responsibility and Actions: Town Clerk

#### A. Annual Recruitments

Adult Commissioners' terms begin on January 1 and end on December 31, Youth Commissioners' terms begin on September 1 and end on May 31. The Town Clerk shall perform the following duties in conducting an annual recruitment for Commissioners:

1. Notify Town Council of vacancies on Commissions by indicating the names of the Commissions, the number of terms expiring or being vacated, names of individual(s) with expiring terms or vacating seats, advertising periods (at least 30 days) and the date of interview.
2. Advertise the vacancies, including the application deadline and the interview date. Interviews and appointments for Adult Commissioners shall occur after annual Mayor and Vice Mayor selection, and in the case of election years, after new Council Members have been seated. Interviews and appointments for Youth Commissioners shall occur by the fourth Wednesday in May, no earlier than 4:00 p.m.
3. Prepare and maintain easily understood applications for appointment to Commissions. Applications shall include the following policy information:
  - a. Prior to initial appointment to any Commission, non-incumbent applicants must be interviewed by the Town Council, with the exception of the Finance Commission which will be interviewed by the appointing Council Member. The applications of those not interviewed will be held for the next recruitment.
  - b. If an incumbent Commissioner is requesting reappointment to the same Commission and is not available to be interviewed, the incumbent may submit a letter prior to the interviews, describing the reason why the applicant cannot be present via teleconference or in person for the interview, and why the applicant should be reappointed to the Commission.
  - c. Submission deadlines are mandatory; no exceptions are permitted.
4. Applications:
  - a. *For adult applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council prior to the interviews for appointment.
  - b. *For student applicants* — Accept applications, verify eligibility, and distribute copies of the applications of eligible applicants to the Town Council Selection Committee, consisting of the Mayor, Vice Mayor, Police Chief, and Youth Commission Chair (if not reapplying), prior to the interviews for appointment.
5. Notify the applicant by letter or email as to the date and time of the interview and provide the option for an in person or teleconference interview.



6. Facilitate the Council voting process set forth below by informing the Council as to how many votes are possible on each Commission, calling out applicants' names, and identifying the applicants receiving sufficient votes for appointment. This voting process does not apply to Youth Commission or Finance Commission applicants.
7. Applicants:
  - a. *For adult applicants* — After the interviews and the Council votes are completed, notify all applicants of the Council's action, and explain the Town's policy of keeping applications active for one year with notification of subsequent openings on that Commission to the interested applicants.
  - b. *For Youth Commission applicants* — After the interviews are completed, notify all applicants of the Council Committee's action, and prepare a staff report for the Town Council to ratify the Committee's appointment at the first Town Council meeting in June.

### **Interview Process**

To ensure the interview process is consistent, fair, and equitable, each applicant shall be asked the same standard questions, as provided below. Notwithstanding, no Council Member shall be prevented from asking appropriate questions of applicants.

1. If appointed, what ideas would you like to see the Commission explore?
2. Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.
3. Please elaborate on any written response provided in the application to assist the Council learn more about you.
4. If you did not answer any of the questions on the application, please explain why.

The standard questions are limited in number to allow an applicant sufficient time to respond. While the intent is for each Council Member to be able to ask one question of each applicant, the Council may decide not to ask all of the provided questions, change the order of the questions, or rotate which Council member asks a specific question. Applicants will be given a two-minute time limit to answer each question.

### **Balloting Process**

Unless determined otherwise, the Council shall conduct a ballot vote for the appointment of individuals to fill the vacancies for each Commission with the exception of the Finance Commission. Such ballot vote may be conducted at either a regular, adjourned or special meeting of the Town Council. The ballot vote process shall be conducted as follows:

1. The Town Clerk shall provide a ballot to each Town Council member listing the names of all applicants and "None of the above" for each respective Commission. Prior to the vote, the Town Clerk shall publicly announce the position vacancy and all applicant names that are listed on the ballot.

2. Each Council member may vote for the same number of applicants as there are current vacancies on the respective Commission. In no case, can a Council Member cast more votes than there are vacancies; or vote for the same candidate more than once on each ballot (i.e. cumulative voting – e.g. where there are three vacancies, a Council member may not give all three votes to the same candidate). A Council Member is not required to vote for any of the candidates or for the total number of vacancies available.
3. The Town Clerk shall collect all ballots and shall publicly announce the name of each Town Council member and how that Council member cast his or her vote. In the case of a tie vote, the Town Clerk will announce that there is a tie and that a run-off vote shall be conducted but will not announce the names of the applicants in the run-off. Once all voting is concluded and a decision made, the votes will be made public. The run-off ballot will also include a “None of the above” option.
4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the event of a tie, a run-off vote shall be conducted among the applicants receiving the highest number of votes from the previous round. This shall continue until a majority consensus on an applicant(s) is reached for the number of vacancies to be filled. In the event of an unbreakable tie, the Council may determine an alternative method for selecting the appointee(s) or direct the Town Clerk to re-advertise the vacancy.
5. If an applicant(s) is appointed to a Commission that has vacancies for both full and partial, unexpired terms, the length of the appointee’s term will be determined by the Mayor.

#### **B. Mid-Term Recruitments**

During the year, Commissions may experience vacancies that drop the number of filled seats to a number of members that is not sufficient to conduct Commission business. The Commission may request the Council to conduct a mid-term recruitment to fill seats. To the extent possible, the Town Clerk will consolidate mid-term recruitments to minimize the number of recruitments occurring throughout the year. In the event of a vacancy on the Planning Commission, the Town will automatically conduct a mid-term recruitment. Mid-term recruitments will not be conducted for Youth Commissioners. The Town Clerk shall advertise mid-term vacancies on Commissions for at least 15 days.

#### **Responsibility and Action: Applicant**

1. Read the Commission Appointments, Residency and Attendance Requirements, and Establishing a Quorum Policy, complete and submit to the Town Clerk the application for appointment to a Town Commission by the advertised deadline date and time.
2. *For adult applicants:* Attend the Council meeting to be interviewed for the Commission appointment. The applicant is required to notify the Town Clerk no later than 4:00 p.m. three business days before the scheduled interview date whether they will not attend in person or via teleconference.
3. *For student applicants:* Attend the Council Selection Committee interview session. The applicant is required to notify the Town Clerk no later than 4:00 p.m. the three business days

before the scheduled interview date whether they will not attend in person or via teleconference.

4. If an incumbent Commissioner is requesting reappointment to the same Commission and is not available on the date of the interview, the incumbent must submit a letter by 4:00 p.m. the three business days prior to the interviews, describing the reason why the applicant cannot be present via teleconference or in person for the interview, and why the applicant should be reappointed to the Commission.
5. If appointed, prior to starting the Commission term, appointees are required to attend a Commissioner Orientation and take the "Oath of Office."
6. Attend Commission meetings once term begins.
7. Read the Commissioners' Handbook available online.

#### **Responsibility and Action: Town Council**

1. Review applications.
2. *For adult applicants* – Interview applicants by Commission at a public meeting with all applicants present.  
*For student applicants* – Town Council Selection Committee interviews applicants.
3. Determine if the incumbents not in attendance and having submitted a letter pursuant to this Policy should be considered for reappointment.
4. If there are limited applications for any vacancy to a Commission, the Mayor, on behalf of the Council, may request that the Town Clerk re-advertise the vacancy, reschedule the interviews, and notify all applicants of the new interview date.

#### **REAPPOINTMENT GUIDELINES**

An individual who has been removed from a Commission for the following reasons, may not be reappointed:

1. Failure to file the following documents required by the Fair Political Practices Commission (Adult Commissioners):
  - a. Form 700 – Assuming Office, Annual, and Leaving Office when term is complete.
  - b. Planning Commissioners are also required to complete AB 1234 Ethics Training and file the original certificate with the Town Clerk every two years.
2. Failure to comply with all Town Policies, Guidelines, and Handbooks.

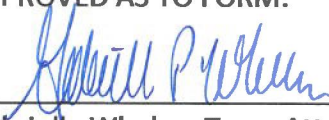
#### **CONFLICT OF INTEREST**

Under the Fair Political Practice Act, a Commissioner has a disqualifying conflict of interest in a governmental decision if it is foreseeable that the decision will have a financial impact on his or her personal finances or other financial interests. In such cases, there is a risk of biased decision-making that could sacrifice the public's interest in favor of the official's private financial interests. To avoid actual bias or the appearance of possible improprieties, the public official is prohibited from participating in the decision. While all Commissioners must comply

with the Fair Political Practice Act regulations, they should avoid the appearance of a conflict of interest.

The Fair Political Practice Act does not prohibit a Commissioner from participating in a decision simply by virtue of holding a position as a board member, director, officer, or employment with a nonprofit corporation. However, the Town strongly encourages that in the event that a decision concerns a nonprofit corporation for which a Commissioner is a board member, director, officer, or employed with that nonprofit corporation, the person should recuse him or herself and at a minimum shall disclose the potential conflict of interest before any discussion and decision.

APPROVED AS TO FORM:



Gabrielle Whelan, Town Attorney