

## REPORT TO CITY COUNCIL

**DATE: MAY 8, 2024**

**TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM: NATHAN HAMBURGER, CITY MANAGER**

**BY: KIMBERLY M. RODRIGUES, CITY CLERK**

**SUBJECT: APPOINTMENT TO FILL PLANNING COMMISSION VACANCY**

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Pursuant to Section 2802 of the Agoura Hills Municipal Code, the Planning Commission shall consist of five members, each of whom shall be a resident of the City of Agoura Hills, appointed by the Mayor and ratified by the City Council. The term of office for each Planning Commissioner shall be two (2) years. Following the 2022 application process, each Councilmember submitted the name of an appointee to serve on the Planning Commission, for the two-year period of January 11, 2023, through January 8, 2025. The appointments were ratified by the full City Council on January 11, 2023.

On February 26, 2024, with the sudden passing of Commissioner John R. Asuncion, an unscheduled vacancy was created for his position on the Planning Commission for a two-year term scheduled to expire on January 8, 2025. Commissioner Asuncion was Mayor Pro Tem Sylvester's appointee.

Pursuant to Section 54974 of the California Government Code, the City is required to post an unscheduled vacancy notice no later than 20 days after the vacancy occurred, as required by law, with notification that final appointment to the Planning Commission shall not be made by the City Council at least 10 working days after posting of the notice. An Unscheduled Vacancy Notice (Exhibit "A") was posted on March 15, 2024.

On March 22, 2024, the City Clerk published and posted an advertisement for the unscheduled vacancy (Exhibit "B"). Any resident, and registered voter, of Agoura Hills interested in being considered for appointment to the Planning Commission was provided the opportunity to submit an application by the April 11, 2024, deadline.

A total of nine (9) Planning Commission applications were received by the published deadline. Upon review of the applications, Mayor Pro Tem Sylvester has submitted the name of an appointee, Bruce Stein, to serve on the Agoura Hills Planning Commission, for the remainder of a two-year term scheduled to expire on January 8, 2025.

### **FISCAL IMPACT**

There is no impact to the approved City Council Fiscal Year 2023-24 Budget.

## **RECOMMENDATION**

The City Council ratify the proposed Planning Commission appointment, as outlined above, of Bruce Stein, to serve on the Agoura Hills Planning Commission for the remainder of a two-year term scheduled to expire on January 8, 2025.

Attachments: Exhibit A – Notice of Unscheduled Vacancy  
Exhibit B – Notice of Applications for Appointment

Exhibit A

*Notice of Unscheduled Vacancy*



**UNSCHEDULED VACANCY NOTICE**  
**AGOURA HILLS PLANNING COMMISSION**

Pursuant to California Government Code Section 54974, **NOTICE IS HEREBY GIVEN** that one (1) unscheduled vacancy has occurred on the **AGOURA HILLS PLANNING COMMISSION** for the remainder of a two-year term scheduled to expire on January 8, 2025.

The City will be seeking applicants to fill the vacancy on the Planning Commission. Applicants must be residents and registered voters of the incorporated area of the City of Agoura Hills.

Further information and application packets will be available beginning March 22, 2024.

This notice was duly posted no later than 20 days after the vacancy occurred, as required by law. Final appointment to the Planning Commission shall not be made by the City Council at least 10 working days after posting of this notice in the Office of the City Clerk.

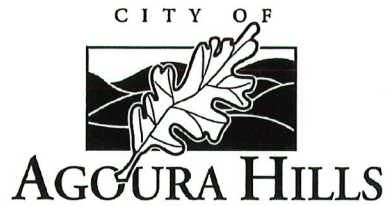


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Kimberly M. Rodrigues, MPPA, MMC  
City Clerk, City of Agoura Hills  
Dated: March 15, 2024

Exhibit B

*Notice of Applications for Appointment*



**APPLICATION FOR APPOINTMENT  
TO FILL AN UNSCHEDULED VACANCY ON THE  
AGOURA HILLS PLANNING COMMISSION**

An unscheduled vacancy has occurred on the Agoura Hills Planning Commission for the remainder of a two-year term scheduled to expire on January 8, 2025.

Pursuant to California Government Code Section 54974, a notice was duly posted on March 15, 2024, no later than 20 days after the vacancy occurred, as required by law.

Applicants must be residents and registered voters of the incorporated area of the City of Agoura Hills.

Further information and application packets are available online at: [agourahillscity.org](http://agourahillscity.org) under "City Highlights" or [bit.ly/48YFlmC](https://bit.ly/48YFlmC) or by contacting the City Clerk's Office at (818) 597-7300.

**To be considered for this vacancy, a signed original application must be received and date stamped by the City Clerk's Office no later than the deadline: 12:00 p.m. (Noon) on Thursday, April 11, 2024.**

A handwritten signature in blue ink, appearing to read "K. Rodrigues".

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Kimberly M. Rodrigues, MPPA, MMC  
City Clerk, City of Agoura Hills  
Posted and Published: March 22, 2024