



CITY OF BEVERLY HILLS
STAFF REPORT

Meeting Date: September 4, 2007
To: Honorable Mayor & City Council
From: Byron Pope, City Clerk
Subject: DESIGN REVIEW COMMISSION VACANCY

INTRODUCTION

Beverly Hills Municipal Code section 2-2-106 (b) allows a commissioner that serves on a Commission that meets once a month to miss up to four meetings within a twelve month period. The fourth absence is cause for automatic termination. The City Council may consider removing any member who is absent from three meetings within a twelve month period.

DISCUSSION

Design Review Commissioner Eleanor Schapa has indicated to staff verbally that she planned to resign from the Design Review Commission due to urgent personal time commitments. Staff informed Commissioner Schapa of the Code regulation, and asked to receive confirmation in writing. To date, Commissioner Schapa has not officially submitted a letter of resignation to staff, and she has missed four meetings within the past twelve months.

RECOMMENDATION

Staff is seeking City Council direction to fill the vacancy.

Byron Pope 
Approved By _____