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**CITY OF COSTA MESA  
CITY MANAGER'S OFFICE  
INTEROFFICE MEMORANDUM**

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**TO: CITY COUNCIL**  
**FROM: CAROL PROCTOR, MANAGEMENT ANALYST**  
**SUBJECT: PLANNING AND PARK & RECREATION COMMISSION APPLICATION**  
**DATE: OCTOBER 15, 2009**

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The attached application was submitted by Mr. Jeffrey Harlan prior to the October 2, 2009 deadline. The application notes that Mr. Harlan wishes to be considered for either the Planning Commission or the Parks and Recreation Commission, with the Planning Commission being his first preference.

This application was missing from the staff report (VIII. Old Business, Item 3) for the City Council meeting of October 20, 2009.

With Mr. Harlan's application, this brings the total number of applications submitted for consideration by Council to 14 with 6 applicants requesting to serve on either Commission.

c: City Clerk  
Acting Development Services Director  
Administrative Services Director  
Director of Public Services

September 29, 2009

City of Costa Mesa City Council  
P.O. Box 1200  
Costa Mesa, CA 92628-1200

Dear Honorable Mayor and Councilmembers:

I am pleased to submit this letter and accompanying materials to support my application for an appointment to the City's Planning Commission (my preference) or the Parks and Recreation Commission.

As an urban planner and environmental consultant based in Costa Mesa, I have over 12 years of experience working with the private sector and government agencies on land use planning and environmental policy issues. Specifically, I have cultivated a practice focusing on sustainable development and green building, community planning, large-scale recreational and open space planning, and environmental policy development and analysis. Trained as an attorney and environmental designer, I have a keen understanding of how to meet regulatory requirements and program goals with creative land use and design strategies.

From comprehensive citywide plans to regional park plans to infill development sites, I operate at various scales and know how the planning and development processes intersect. Previously I served as the planning director for the Baldwin Hills Conservancy, a state agency charged with planning, developing, and programming a 1,400-acre park in the heart of Los Angeles. I also spent three years as the Deputy for District and Environmental Policy for a Los Angeles City Councilmember, where I managed community planning projects, drafted legislation, and evaluated development proposals. Having worked for elected officials and government agencies, I have an intimate comprehension of public administration, the regulatory arena, and the political process.

As a resident of Costa Mesa I have served on city committees charged with planning and improving our built and natural resources. In 2006, I was appointed to the City's Santa Ana River Trail Blue Ribbon Task Force, which produced a vision strategy for enhancing the river corridor as a key component of our parks and recreation system. More recently, I was a member of the Brentwood Park Task Force, which advised the City in the conceptual master planning for the expansion of my neighborhood park. And through my position as a Board member of the Costa Mesa Community Foundation I have been an advocate for directly investing in our neighborhoods and park system.

More important than my experience and expertise, though, is my vested interest in ensuring that Costa Mesa grows as a prosperous and dynamic community. I would greatly appreciate the opportunity to bring my passion and experience to further enhance our city. Thank you for your consideration.

Sincerely,



Jeffrey Harlan

rec'd  
9/30/09 2:21 pm  
ACS/CCP

## JEFFREY T. HARLAN

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### EXPERIENCE:

**THE PLANNING CENTER**, Costa Mesa, CA

*August 2007 – present*

Senior Planner. Provides strategic counsel to various public and private clients regarding sustainable development, green building, community planning, policy development, and project programming. Specializes in green development programs for master-planned communities, General Plans, Specific Plans, and strategic planning. Identifies and pursues business development opportunities, assembles consultant teams, and prepares individual proposals and qualifications packages. Significant projects include:

- City of Ontario General Plan Update & EIR
- City of Clovis General Plan Update & EIR
- City of Irvine Climate Action Plan
- Centennial Specific Plan Green Development Program
- River Ranch Specific Plan Vision and Strategy
- City of Torrance Strategic Plan Update

**MICHAEL BRANDMAN ASSOCIATES**, Irvine, CA

*July 2006 – August 2007*

Senior Project Manager. Managed the preparation and administration of environmental planning documents, including CEQA/NEPA compliance and open space/recreational resource management plans and studies. Guided clients through entitlement and regulatory compliance processes and green building requirements, and identified funding opportunities to implement sustainable design strategies.

**BALDWIN HILLS CONSERVANCY**, Culver City, CA

*October 2003 – July 2006*

Planning Director. Directed and managed all planning, analysis and development of public works projects related to the expansion and enhancement of Kenneth Hahn State Recreation Area. Developed implementing strategies to administer \$40 million of public bond funding for projects identified in the Baldwin Hills Park Master Plan, the vision for a world-class, 1,400-acre urban park in Los Angeles.

- Conceived and managed the **Access, Linkage and Signage Study** to identify potential development projects which will connect existing public parkland and improve public accessibility in the Baldwin Hills area. Honor Award winner from ASLA (2005).
- Managed the community planning process for the conceptual plan of the **Stocker Corridor Trail and Bike Path**, a newly created 33-acre State park site. Supervised the architectural team and outreach consultant, and served as the liaison to the client agency.
- Supervised the \$3 million grant-funded expansion of the **Eastern Ridgeline Park Facilities Rehabilitation**, a 15-acre project including infrastructure improvements, new playground equipment, picnic shelters, parking, extensive habitat restoration, and signage.

**TERRANOVA**, Los Angeles, CA

*April 2001 – July 2006*

Principal. Provided consulting services for municipalities and private organizations engaged in capital building projects and environmental policy development. Specialized in sustainable development, environmental and land use planning, and legal and policy analysis. Projects included:

- **City of Los Angeles Sustainable Building Initiative** – Hired by City Architect to develop citywide initiative, a 5-year action plan to promote sustainable design practices in \$1 billion of City-funded capital improvement projects. Adopted by the City Council in April, 2002.
- **LADWP New Construction Incentive Program** – Conducted research and provided recommendations for structuring a program to incentivize new construction incorporating sustainable design and energy efficiency principles.
- **New Schools Better Neighborhoods** – Negotiated agreements with school districts to engage in a master planning process to explore joint-use opportunities with other community service providers.

**CITY COUNCILMEMBER RUTH GALANTER**, Los Angeles, CA

*July 1998 – March 2001*

Deputy for District and Environmental Policy. Managed and led Environmental Team, focusing on citywide sustainable development and smart growth initiatives. Provided counsel on various legislative matters, including green building, energy conservation, and climate change.

District Deputy. Liaison between city agencies and communities of Venice, Marina Del Rey and West Los Angeles. Resolved various community issues, including: orchestrating a strategy to combat illegal vending at Venice Beach, and managing a community-based design for the construction of \$1 million landscaping renovation of Venice Boulevard Median.

**OFFICE OF THE CITY ATTORNEY**, Los Angeles, CA

*November 1997 – June 1998*

Volunteer Deputy City Attorney, Environmental Protection Section. Filed and prosecuted criminal complaints involving hazardous materials transportation and public health-related violations.

## **EDUCATION:**

**VERMONT LAW SCHOOL**, South Royalton, VT

Juris Doctor, May, 1997

- United States Department of Justice, Washington, D.C., Law Clerk – Environmental Enforcement Section (Spring 1996)
- CALI Award for Academic Excellence – Sports Law

Courses include: Environmental Quality and Policy, Land Use, Water and Natural Resource Law

**UNIVERSITY OF CALIFORNIA, HASTINGS COLLEGE OF THE LAW**, San Francisco, CA

Participant in academic-year exchange program (Fall 1996/Spring 1997).

**UNIVERSITY OF PENNSYLVANIA**, Philadelphia, PA

Bachelor of Arts in Design of the Environment, minor in Art History, May, 1993

- Dorot Foundation Traveling Fellowship (Israel, 1993)
- Foreign study architecture program (Florence, Italy, Spring 1992)

**PROFESSIONAL:**

Admitted, State Bar of California, December, 1997

LEED® Accredited Professional

Founding Board Member and Co-Chairperson, US Green Building Council Los Angeles Chapter

Urban Land Institute, member

**COMMUNITY:**

Costa Mesa Community Foundation Board Member, 2007-present

City of Costa Mesa Santa Ana River Trail Blue Ribbon Committee

Brentwood Park Master Plan Task Force

Leadership Tomorrow graduate, Orange County, 2009

Ambassadors Within graduate (inaugural class), California Community Foundation, 2003

New Leaders Project graduate, Los Angeles, 1999