

TO: PASO ROBLES CITY COUNCIL
FROM: RONALD WHISENAND, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: PLANNING COMMISSIONER RECRUITMENT
DATE: MAY 2, 2006

Needs: Consider options for filling a mid-term Planning Commission vacancy

- Facts:
1. Planning Commissioner Eric Mattke resigned from the Planning Commission effective April 12, 2006.
 2. Commissioner Mattke's term was not due to expire until December of this year. His departure creates a vacant unexpired term on the Commission.
 3. The City annually recruits for Planning Commission members beginning in November of each year to fill terms that are due to expire in December.
 4. Section 2.20.030 of the Municipal Code (Attachement 1) states in part; "If vacancies occur, other than by expiration of term, such vacancies shall be filled by appointment for the unexpired portion of the term."

Analysis
and

Conclusion: Eric Mattke's departure creates a vacancy on the Planning Commission which is best filled mid-term in order to ensure sufficient membership to conduct the Commission's business. Section 2.20.030 also provides direction to the Council to fill the position "mid-term."

Various options exist to the Council to fill the vacant Commission seat. Staff has initiated a notice requesting applications for Planning Commission appointments ahead of the normal November schedule (Attachment 2). The Mayor has also received word that former Planning Commissioner Ron Johnson has volunteered to fill the vacant seat through the end of the term in December of this year.

Chapter 2.20 of the Municipal Code provides maximum flexibility to the Council in filling unexpired terms. Section 2.20.030 states; "The members shall be appointed by the mayor with approval of the city council..."

Therefore any of the options outlined below would be consistent with adopted Council policy.

Policy
Reference: Chapter 2.20 of the Municipal Code

Fiscal
Impact: None

- Options:
- a. Appoint former Planning Commissioner Ron Johnson to fill the unexpired term until December 2006.
 - b. Receive applications through the early recruitment notice, hold interviews, and appoint a new commissioner to fill the unexpired term. If this is not the Council's preferred option, then staff will advise candidates applying at this time that their applications will be kept on file until the annual recruitment begins in November of this year.
 - c. Amend, modify or reject the foregoing options.

Attachments:

- 1. Section 2.20.030 of the Paso Robles Municipal Code
- 2. Newspaper Notice Calling for Planning Commission Appointments

Chapter 2.20

PLANNING COMMISSION*

Sections:

- 2.20.010** **Established.**
2.20.020 **Membership and qualifications.**
2.20.030 **Appointments and vacancies.**
2.20.040 **Organization.**
2.20.050 **Regular meetings.**
2.20.060 **Absence and absence for cause.**
2.20.070 **Duties and functions.**

- * Authority — See California Government Code Title 7, Division 1, Chapter 3.
Zoning — See Title 21 of this code.
Platting — See Title 22 of this code.
Prior Ordinance History: Ord. 192, Ord. 520.

2.20.010 **Established.**

There is reestablished, recreated and reorganized a planning commission, which shall succeed unbrokenly the commission previously existing under the provisions of this section, pursuant to the provision of Chapter 3, Title 7 of the Government Code of the State of California, and said planning commission will have the powers and duties described herein. Two of the four terms that expire on December 31, 1997 shall expire on December 31, 1997, and two of the four terms shall expire on December 31, 1998. The three terms appointed December 18, 1996 shall serve terms expiring December 31, 1999. (Ord. 720 N.S. (part), 1997)

2.20.020 **Membership and qualifications.**

The planning commission shall consist of seven members and they shall be either qualified electors or having a vested interest in the city. (Ord. 720 N.S. (part), 1997)

2.20.030 **Appointments and vacancies..**

The members shall be appointed by the mayor with approval of the city council for terms of three years. The term of three years shall be effective with the three planning commissioners selected December 18, 1996. If vacancies occur, other than by expira-

tion of term, such vacancies shall be filled by appointment for the unexpired portion of the term. Members of the planning commission shall serve at the pleasure of the city council. (Ord. 720 N.S. (part), 1997)

2.20.040 **Organization.**

The planning commission shall elect its chairman from among its appointed members for a term of one year. In addition, the planning commission may elect a vice-chairman from among its members for a term of one year and, subject to other provisions of law, may create and fill such other offices as it may determine. The director of community development shall serve as commission secretary. The chairman shall preside at meetings, appoint appropriate committees, and direct the affairs of the commission. In the absence of the chairman, if the planning commission elected to appoint a vice-chairman, the duties of the chairman shall be performed by the vice-chairman. In the absence of both the chairman and the vice-chairman, the remaining members shall choose one of their numbers to act as temporary chairman. (Ord. 720 N.S. (part), 1997)

2.20.050 **Regular meetings.**

A regular meeting as provided for by law or by rule of the planning commission, or any regularly advertised public hearing shall be deemed a regular meeting. (Ord. 720 N.S. (part), 1997)

2.20.060 **Absence and absence for cause.**

If a member of the planning commission is absent from three consecutive regular meetings of the planning commission without cause, the office of such member shall be deemed to be vacant and the term of such member terminated and the planning commission shall immediately inform the city council of such termination. An absence due to illness or unavoidable absence from the city and written notice thereof to the planning commission on or before the day of any regular meeting by the planning commission, shall be deemed absence for cause. (Ord. 720 N.S. (part), 1997)

Attachment 2

Type: Display Ad (See attached for format)

Run Dates: 4/26/06 and 5/3/06

Bill to: Paso Robles Community Development
Description: PC Recruit

VOLUNTEERS WANTED PLANNING COMMISSION

The City of Paso Robles is now accepting applications for appointment to the Planning Commission. There is one partial term available that will expire on 12/31/06. There will also be additional openings at the end of the year, which may be submitted for at this time. Commissioners can expect to dedicate 15 - 20 hours each month to meetings, subcommittee meetings and meeting preparation.

The Planning Commission consists of seven members and they shall be either qualified electors or have a vested interest in the City.

The Commission meets the 2nd and 4th Tuesday of each month at 7:30 p.m. in the City Hall Conference Center. Subcommittee meetings are scheduled at the convenience of the Commission members.

The Planning Commission prepares and recommends City Council consideration of general and specific plans, including formulation of policies for development and land uses. The Commission also performs duties related to the review and approval/denial of development applications.

Applicants are advised that all Commissioners are required to file annual Statements of Economic Interests (financial disclosure statements) and, under certain circumstances, there are restrictions on the actions of Planning Commissioners.

Applications may be obtained at City Hall, 1000 Spring Street or downloaded from the City web site at www.prcity.com.

**Deadline for submitting applications
is 5:00 p.m. on Friday, May 19th**

Applications may be obtained at the City Hall, 1000 Spring Street. To be considered for appointment, your application must be received by the deadline date. For more information, please call Director of Community Development Ron Whisenand at 237-3970 or Deputy City Clerk Cathy David at 237-3960.