



## CITY OF BANNING STAFF REPORT

**TO:** PLANNING COMMISSION

**FROM:** Matthew Bassi, Interim Community Development Director

**PREPARED BY:** Matthew Bassi, Interim Community Development Director

**MEETING DATE:** July 1, 2026

**SUBJECT:** Election of Planning Commission Officers for the 2026 Calendar Year

---

### **STAFF RECOMMENDATION:**

The Planning Department recommends the Planning Commission choose a new Chair and Vice-Chair for the remainder of the 2026 calendar year in accordance with Chapter 2.28 of the Banning Municipal Code.

### **PROJECT APPLICANT:**

City of Banning/Community Development Department

### **BACKGROUND:**

Chapter 2.28 of the Banning Municipal Code (BMC) serves as the bylaws for the Planning Commission. Section 2.28.050 directs the Planning Commission to choose a chairperson and a vice-chairperson from among the Planning Commission members at its regular meeting each February. The chairperson and vice-chairperson shall serve in this capacity for the entire calendar year. At its February 4, and March 4, 2026 meetings, the Planning Commission did not choose a new chairperson and a vice-chairperson for the 2026 calendar year. Per Chapter 2.28, Vice-Chair Castorena is currently serving as Chair since the resignation of Chair Dale a few months ago. Therefore, it would be appropriate at this time for the Commission to choose a new chairperson and a vice-chairperson to serve for the remainder of the 2026 calendar year.

A link to Chapter 2.28 of the BMC outlining the Planning Commission role and duties is provided below:

[https://library.municode.com/ca/banning/codes/code\\_of\\_ordinances?nodeId=TIT2ADPE\\_CH2.28PLCO](https://library.municode.com/ca/banning/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.28PLCO)

Procedurally, the current acting Chairperson (Castorena) should take the lead on this action by first requesting a nomination for Chair from the other Commissioners. Once a motion for a nomination is made, with a second, the vote of the Commissioners shall take place. The same procedure is followed for the Vice-Chair position. Upon conclusion of this procedure, the new Chairperson and Vice-Chairperson takes effect immediately.

### **DESCRIPTION:**

N/A

### **PROJECT ANALYSIS/FINDINGS OF FACTS:**

N/A

**ENVIRONMENTAL DETERMINATION:**

N/A

**PUBLIC COMMUNICATION:**

N/A