



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL
FROM: Douglas Schulze, City Manager
PREPARED BY: Caroline Patton, Administrative City Clerk
MEETING DATE: January 28, 2025
SUBJECT: Planning Commission Appointments for Positions 1 & 2

RECOMMENDATION:

Appoint up to two applicants to fill two vacancies in Positions 1 & 2 on the Banning Planning Commission.

BACKGROUND:

The Planning Commission's rules and responsibilities are governed by Chapter 2.28 of the Municipal Code. The Commission's two main functions are to review land development applications for compliance with the Zoning Code and to make recommendations to the City Council regarding large projects and changes to the General Plan or Zoning Ordinance.

The Banning Municipal Code Section 2.28.020 requires applications be made available and vacancies announced at least two months prior to the vacancy. The Planning Commission vacancies were advertised on the City's website and across social media platforms starting in October 2024. Public Notices were published in the Record Gazette on October 11 and November 22, 2024. The final date to submit an application was Friday, December 20, 2024.

JUSTIFICATION:

Eight applications were received for the Planning Commission vacancies and are up for consideration:

- Rhea Cardona
- Kathleen Dale
- Edward Dean
- Gerry Phelps
- Douglas Reynoldson
- Cambria Richardson
- Nathaniel Rodriguez
- Marco Santana

The candidates will be interviewed in a Special Meeting - Workshop on January 28, 2025 beginning at 4:00 p.m. Staff recommend appointing two members to the City's Planning Commission from among these applicants.

FISCAL IMPACT:

Reopening the recruitment and maintaining vacancies on the City's Planning Commission may further delay projects across the City.

ALTERNATIVES:

City Council could choose to (1) appoint two applicants to the vacant positions; (2) appoint one applicant to a single position; or (3) appoint no applicants and direct staff to reopen the recruitment.

BUDGETED?:

No

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [PC Applications.pdf](#)
2. [Banning, CA Code of Ordinances Section 2.28.pdf](#)
3. [2024 10 11_Affidavit - Notice of Vacancies.pdf](#)
4. [2024 11 22_Affidavit - Notice of Vacancies.pdf](#)