



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 Interviews for Positions 1 & 2

RECOMMENDATION:

Conduct interviews to fill Planning Commission vacancies for Positions 1 & 2.

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

Staff recommends asking each applicant two interview questions:

1. Tell us briefly about yourself (qualities/experience/expertise) and what aspects best describe your qualifications to serve on the City's Planning Commission; and,
2. Explain your knowledge of the Planning Commission's roles and responsibilities, and their contribution to the City long-term development goals. Further, explain how the Commission contributes to a better quality of life for the residents, businesses and patrons to the city.

FISCAL IMPACT:

N/A

ALTERNATIVES:

N/A

BUDGETED?:

No

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

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