



CITY OF BANNING STAFF REPORT

TO: PLANNING COMMISSION

FROM: David Newell, Community Development Director

PREPARED BY: David Newell, Community Development Director

MEETING DATE: May 7, 2025

SUBJECT: Planning Commission Selection of Presiding Officers

PROJECT APPLICANT:

City of Banning
Community Development Department
99 E. Ramsey Street Banning, CA 92220

BACKGROUND:

On March 25, 2025, the Planning Commission experienced two vacancies. Robert Wilcox, who was serving as chair, resigned. Richard Krick, who was serving as vice chair, was removed by City Council. As a result, the Planning Commission is without a chairperson and vice-chairperson and the selection of new presiding officers is required.

DESCRIPTION:

Pursuant to Section 2.28.050(B), the role of the chairperson and vice-chairperson are the following:

1. The chairperson shall preside at all regular and special meetings and rule on all points of order and procedure during the meeting.
2. The vice-chairperson shall assume all duties of the chairperson in his or her absence.

Staff recommends the Commission nominate a chair and vice-chair. The format for the proceedings is attached.

FINDINGS:

There are no required findings for nomination and selection of a Chairperson or Vice-Chairperson.

ENVIRONMENTAL DETERMINATION:

The assignment of Planning Commissioners to serve as Chairperson or Vice-Chairperson is not deemed to be a Project under the California Environment Quality Act (CEQA). Pursuant to Section 15378(b)(5) of the CEQA Guidelines, a "Project" does not include "Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment." The election of officers is considered an organizational activity and will not result in direct or indirect physical changes in the environment.

PUBLIC COMMUNICATION:

None at the time of the writing of this report.

ATTACHMENTS:

1. Format for Election of Chairperson and Vice Chairperson