



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Caroline Patton, Administrative City Clerk
Doug Schulze, City Manager

MEETING DATE: December 10, 2024

SUBJECT: Planning Commission Special Vacancies Interviews and Appointments to Positions 1, 2, and 3

RECOMMENDATION:

Conduct interviews to fill Planning Commission vacancies and appoint up to three (3) members to three (3) special vacancies on the Commission for Positions 1, 2, and 3.

BACKGROUND:

Resignations were received from former Planning Commissioners Kinzie Hawver, David Lopez and Leroy Miller on October 7, October 30, and November 19, 2024, respectively. The City Clerk's Office launched a Special Vacancy recruitment to fill the remainder of these three (3) terms. Positions 1 and 2 on the Planning Commission have terms of office that run through January 2025. Position 3 on the Planning Commission has a term of office that runs through January 2027

Special Vacancy notices were posted at City Hall and the Banning Public Library, as well as on the City's website, Facebook and Instagram pages. Two notices were published in the Record Gazette on November 16 and November 22, 2024.

JUSTIFICATION:

Seven applications were received for the Planning Commission Special Vacancies and are up for consideration.

Applicants include:

- Chris Castorena
- David Ellis
- Michael Gonzales
- Gerry Phelps
- Cambria Richardson
- Nathaniel Rodriguez
- Brooke Schicke

Staff recommend 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:

There is no fiscal impact of these appointments.

ALTERNATIVES:

Appoint less than 3 applicants to the vacancies and provide staff direction on how to proceed with future recruitments.

BUDGETED?:

No

CONTRACT/AGREEMENT:

No

ATTACHMENTS:

1. [Submitted Applications Combined.pdf](#)
2. [2024 11 12_Banning - Special Vacancy Notice \(Planning Commission\).pdf](#)
3. [2024 11 16_Special_Vacancy_Notice__Plan_Commission_-Affidavit.pdf](#)
4. [2024 11 19_Banning - Special Vacancy Notice \(Planning Commission\).pdf](#)
5. [2024 11 22_Special_Vacancy_Notice__Plan_Commission_-Affidavit.pdf](#)
6. [Interview Questions for Planning Commission 2024 Dec.pdf](#)