



Agenda Item: 11.A  
Date of Meeting: June 22, 2026  
Department: Planning

## STAFF REPORT

To: City Council  
From: Robin Picken  
Subject: **Planning Commission - Screening Committee Recommended Appointment**  
Prepared On: June 12, 2026  
Attachments: Statement of Interest from John Loomis

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### Background/History:

Pursuant to the City Council Standards and Procedures Manual Section 5. Procedures for Appointments to Boards/Commissions/Committees, the City initiated a recruitment process that included:

- Public advertisement of the vacancies
- Direct notification to City Council Members
- Encouragement for both incumbents and new applicants to apply
- Applicants residing within the City limits
- Submission of completed and timely applications to the City Clerk

All appointees must not be current City employees or serving on any other City board, committee, or commission, unless otherwise permitted by statute. The standard term of service for Planning Commissioners is four years, unless filling an unexpired vacancy.

### Recruitment & Interview Process

The City received a total of two applications and the Screening Committee conducted interviews with two candidates on Thursday, June 11, 2026.

The Screening Committee was composed of the following individuals:

- Karen Kong, Council Member
- Karen Schwartz, Council Member
- Pam Foster, City Administrator

- Ana Budnyk, Principal Planner

The Screening Committee evaluates candidates based on several factors, including:

- Commitment to public service
- Availability to attend regular and special meetings
- Qualifications and relevant experience
- Attendance record of incumbents (when applicable)

Analysis/Discussion:

After the conclusion of interviews held on Thursday, June 11, 2026, the Screening Committee announced their decision to nominate John Loomis to the City Council to fill the scheduled vacancy on the Planning Commission.

There are three Planning Commissioners whose terms expire in 2026—in January, July, and November. To streamline the interview and appointment process, staff recommends aligning these terms so that all three Commissioners share a single expiration date of **March 25, 2030**.

Impacts to Council Goals and Strategic Planning Priorities:

It is important for the City to appoint an engaged member of the public to serve on the City's Planning Commission.

Planning Commissioners are crucial for shaping a city's future by advising the City Council on land use, recommending updates to zoning codes, reviewing development projects for compliance, holding public hearings, and ensuring growth aligns with community goals and the City's general plan. They act as a public forum, balancing community needs with development, and while they recommend, the final decision often rests with the City Council.

Budget Impacts:

There are no budget impacts. The City has an approved budget to pay each of the five Planning Commissioners \$50.00 per calendar month in which a commission meeting is held and attended pursuant to Bishop Municipal Code Section 2.24.040 - Compensation.

Legal Review:

City Attorney Pucci has reviewed this item and finds that the recommended action complies with the law.

Recommended Action:

Council consideration to appoint John Loomis to a four-year term ending March 25, 2030, on the Planning Commission.

Approved By: Ana Budnyk

Approved By: Pam Foster 6/15/2026

Approved By: Ethan Aukee 6/15/2026

Approved By: Dean Pucci 6/15/2026