MEMORANDUM

City of Angels City Council

Date: August 19, 2025

To: City of Angels City Council

From: Pamela Caronongan, City Administrator; and Amy Augustine, AICP –
                 City Planner

Re: **REVIEW PLANNING COMMISSION APPLICATIONS, CONDUCT
                 INTERVIEW PROCESS FOR APPLICANTS, AND APPOINT TWO
                 (2) PLANNING COMMISSIONERS**

RECOMMENDATION

Staff recommends for City Council to:

1. Review three applications received for Planning Commission vacancies,
2. Conduct interview process, and
3. Appoint two (2) applicants to the Planning Commission.

BACKGROUND

Staff ran Planning Commissioner recruitment (Calaveras Enterprise, radio, Facebook, City website) through June 24, 2025, and once again from July 2, 2025 through August 10, 2025. In addition, staff posted a Notice of Vacancy for the two vacant Planning Commission seats in June 2025.

Staff received three applications from the following:

1. Gary Gordon
2. Patricia "Trish" Harkins
3. Christopher "Clavey" Wendt

The Planning Commission is made up of five (5) City of Angels residents.   Commissioners work with the City's Community Development Department on short and long-range planning projects and special projects as directed by the City Council.   Planning Commission meetings and duties are established in and governed by the City of Angels Municipal Code Chapter 17.85 and include:

17.85.020 Duties.
Duties of the planning commission shall be as follows:

A. *To develop and maintain a comprehensive, long-term general plan for the physical development of the city of Angels planning area as provided by the California Planning and Zoning Law;*

B. *To develop such specific plans as may be necessary or desirable;*

C. *To take action upon or make recommendations to the city council regarding general plan amendments, rezonings, annexations, subdivision or parcel maps, development agreements, conditional use permits, administrative conditional use permits, site development permits, administrative site plan reviews, variances and other related matters referred by the city council;*

D. *To carry out the duties specified by law; to conduct studies and report on matters referred for action by the city council; and generally to assist and advise the city council and the public in matters pertaining to planning so as to protect and promote the public health, safety, and general welfare.*

Unless appealed, the decision of the Planning Commission is final for conditional use permits, site development permits, and variances. The Planning Commission hears appeals of the Planning Director's decisions, including appeals of any administrative conditional use permits or site plan reviews. The Commission also makes findings of architectural conformity in the Historical Commercial zoning district (including signs).

The Planning Commission holds the initial public hearing and makes recommendations to the City Council (most commonly) for municipal code amendments, rezonings and general plan amendments.

The Planning Commission meets the second Thursday of every month commencing at 5:00 p.m.

DISCUSSION

Commissioner terms are for three years, unless the Commissioner is appointed by the City Council to fill an unexpired term created by a vacated seat.

All Commissioners are required to file an Assuming Office Statement of Economic Interest (Form 700) with the California State Fair Political Practices Commission (FPPC) within 30 days of appointment. In addition, Commissioners are required to file an annual Form 700, and complete biennial trainings on Ethics and Sexual Harassment Prevention as required by the State.

Commissioner Clavey Wendt was appointed in September 2024 to complete the rest of Joseph Whittle's term which ended on June 30, 2025.   Reappointment would provide Commissioner Wendt with his first full three-year term.

Commissioner (Vice Chair) Gordon's three-year term expired on June 30, 2025.

FINANCIAL CONSIDERATION

$50 stipend for meeting attendance.

ATTACHMENTS

1. Application: Gary Gordon
2. Application: Patricia Harkins
3. Application: Christoper "Clavey" Wendt