



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Consideration of Appointment of a Planning Commissioner to Fill an Unexpired Term Ending in March 2025

MEETING DATE:
November 4, 2021

SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk

PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ Action Item

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to hold interviews of applicants and by motion, appoint one Planning Commissioner for the term ending March 2025

BACKGROUND/DISCUSSION:

Planning Commission Chair Kathryn Davis resigned from the Planning Commission in September.

Staff advertised and accepted applications for the vacant seat, including contacting prior applicants on file. Administrative Services Director/City Clerk Swanson received three timely applications for the vacant seat: However, one applicant rescinded their application prior to the meeting.

On November 2nd, staff received an additional application from Terry Stewart, which has been added to the agenda packet.

It is staff's recommendation to interview all applicants. The new Planning Commissioner would then be appointed by motion and majority vote of the Council to hold office for the term which ends in March 2025.

OPTIONS:

1. Move to appoint one applicant to the vacant planning commission term ending March 2025.
2. Other direction

FISCAL IMPACT:

☒ None ☐ \$ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No If yes, amount of appropriation increase: \$

Affected fund(s): ☐ General Fund ☐ Measure P Fund ☐ Measure V Fund ☐ Other:

Comments:

STRATEGIC PLAN IMPACT:

- ☒ Goal #1: Make Clearlake a Visibly Cleaner City
- ☒ Goal #2: Make Clearlake a Statistically Safer City
- ☒ Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- ☒ Goal #4: Improve the Image of Clearlake
- ☒ Goal #5: Ensure Fiscal Sustainability of City
- ☒ Goal #6: Update Policies and Procedures to Current Government Standards
- ☒ Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to appoint _____ to the vacant Planning Commission seat for the term ending March 2025.

- ☒ **Attachments:** 1) Applications for Planning Commission