



# CITY OF CLEARLAKE

City Council

## STAFF REPORT

**SUBJECT:** Appointment of Three Planning Commissioners to Fill Terms Ending in March 2029

**MEETING DATE:**  
January 16, 2025

**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:

No action is being asked of the Council. This memo is for informational purposes only.

### BACKGROUND/DISCUSSION:

Planning Commissioners Terry Stewart's, Robert Coker's, and Fawn Williams' terms expire on March 11, 2025. Commissioner Stewart and Chair Williams have served one full term. Commissioner Coker has served two terms.

According to the City Council Norms and Procedures, if a Planning Commissioner has served only one term and wishes to serve a second term, that Commissioner may submit a letter of interest no later than 30 days before the end of their term for consideration of reappointment. Chair Williams has filed a letter of interest to serve a second term. Commissioner Stewart will not be seeking reappointment.

If a Planning Commissioner has served two or more terms, the incumbent must apply to be considered for reappointment.

Staff will advertise and accept applications for the upcoming terms, with an anticipated appointment date of February 20<sup>th</sup>.

### OPTIONS:

1. No action needs to be taken by Council. Information only.

### 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:

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- 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
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