



CITY OF CLEARLAKE

City Council

STAFF REPORT	
SUBJECT: Consideration of Appointments to the Planning Commission	MEETING DATE: March 6, 2025
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> 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 two Planning Commissioners for the term ending March 2029, and reappoint Chair Williams to a new term.

BACKGROUND/DISCUSSION:

Planning Commission Chair Fawn Williams, and Planning Commissioners Terry Stewart's and Robert Coker's terms expire on March 11, 2025. Commissioner Stewart has indicated he will not be renewing his term on the Planning Commission. Additionally, 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. Staff received notice from Chair Williams on Monday, January 27th of her interest in being reappointed.

Staff advertised and accepted applications. Administrative Services Director/City Clerk Swanson received four applications.

- Incumbent Robert Coker
- Derek Counts
- Carlos Ramos
- Ray Silva

Applications are attached to the staff report. It is staff's recommendation to interview all applicants. The Council would then appoint by motion and majority vote of the Council.

OPTIONS:

1. Move to appoint two Planning Commissioners and reappoint Chair Williams to the vacant planning commission terms ending March 2029.
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 _____ and _____, and reappoint Chair Williams to the Planning Commission for the terms ending March 2029.

- Attachments:**
 - 1) Applications for Planning Commission
 - 2) Chair Williams' email of January 27, 2025