



## STAFF REPORT 4/9/2025

**TO:** Honorable Mayor and City Council Members  
**FROM:** Kendra Reif, Principal Planner  
**SUBJECT:** Consideration to Fill One Planning Commission Vacancy

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### **STAFF RECOMMENDATION:**

Staff recommends that the Mayor and City Council fill one vacancy on the Planning Commission.

### **BACKGROUND:**

The Coachella Planning Commission is made up of five members and one alternative member, who are appointed to 4-year terms that are staggered. The City Attorney recently opined that the terms of the Mayor appointments is for a 2 year term based on Coachella Municipal Code (C.M.C.) Sections 2.32 and 2.26. Accordingly, every two years, three commissioners must be newly appointed. The C.M.C. Section 2.26.020 (B), states that each council member may nominate an individual to serve on each city commission and committee subject to appointment by the mayor, with approval by the City Council, at open session of a regular or special city council meeting. If a council member fails to nominate an individual, the mayor may appoint someone with approval by the city council. The C.M.C. 2.26.020 (D), states that in an event of an interim vacancy, the council member who nominated the vacating member may nominate another individual, subject to appointment by the mayor with approval by the city council, for the unexpired term of the member replaced. There is no individual council member nomination for the Alternate Planning Commissioner.

On February 26, 2025, Councilmember Perez nominated Margarita Lopez to serve a 4-year term as Planning Commissioner and was approved by the City Council. Margarita Lopez subsequently declined the appointment and therefore the Commission seat remains vacant. Margarita Lopez is now interested in filling the current vacancy.

**Table 1: Planning Commission Appointments February 26, 2025**

Planning Commissioners	Appointed by	Term expires
Eva Lara	Denise Delgado	2028
Vacant	Yadira Perez	2028
Oscar Fonseca	Steven Hernandez	2026
Robert Caballero (Alternate)	Steven Hernandez	2026

**DISCUSSION/ANALYSIS:**

The City Clerk's Office maintains a list of the following candidates for Planning Commission:

- Elizabeth Aguilar
- Stephanie Ambriz
- Margarita Lopez

The City Council may fill the current Planning Commission vacancy from the list of candidates or extend the deadline for Planning Commissioner applications.

**FISCAL IMPACT:**

There are no direct fiscal impacts by appointment of Planning Commissioners in the adopted budget for Fiscal Year 2024/2025.

**ALTERNATIVE(S):**

- 1) Fill the existing Planning Commission vacancy from the submitted Planning Commissioner applications.
- 2) Request that City extend the deadline for Planning Commissioner applications and fill existing Commission vacancy at a future date.
- 3) Continue this item and provide staff direction.

**RECOMMENDED ALTERNATIVE(S):**

Staff recommends Alternative 1.

Attachments:

1. Planning Commission Applications
  - Elizabeth Aguilar
  - Stephanie Ambriz
  - Margarita Lopez