



Agenda Report

Agenda of: December 16, 2025

Department: Administration

Subject: CONSENT – Adopt Ordinance Amending Ordinance 2009-009 to clarify that no individual may serve simultaneously on both the Planning and Zoning Commission and the Historic Landmark Commission.

Recommended Motion:

Motion to adopt the consent agenda items (minutes and ordinance).

Background:

Ordinance 2009-009 established general provisions governing service on City boards and commissions, including limits intended to increase public participation and avoid overlapping service that may affect quorum, workload, or decision-making independence.

The **purpose of the attached ordinance amendment** is to clarify and correct the applicability of the membership restriction by:

1. **Specifying that the limitation on dual service applies only to two boards:**

- The **Planning & Zoning Commission (P&Z)**, and
- The **Historic Landmark Commission (HLC)**.

2. **Removing broader language** from the prior ordinance that could be interpreted as applying the restriction to all boards and commissions.

3. **Ensuring consistency with Council intent:**

The Mayor asked whether the purpose was to remove conflicting statements and confirm that the restriction applies only to simultaneous service on P&Z and HLC. The City Secretary confirmed that the wording was revised specifically to reflect that *only those two boards* are affected and that the revision may be placed on the Consent Agenda.

The attached ordinance amendment explicitly states:

- “No person shall serve on the Planning and Zoning Commission and the Historic Landmark Commission at the same time.”
- And clarifies that this rule **governs only these two boards**, consistent with Council direction.

This revision aligns the ordinance with current practice, avoids conflicting interpretations, and reinforces the City Council's desire to increase broader public involvement in Castroville's advisory bodies.

STAFF RECOMMENDATION

Staff recommends adoption of the ordinance.

Fiscal Impact:

None.

☒ **Budgeted** ☐ **Requires Budget Amendment**

Source of Funding:

Urgency (0-5 = Low Urgency to High Urgency): 2

Impact (0-5 = Low Impact to High Impact): 3

Submitted by: R. Scott Dixon

Attachments: Ordinance amending Ordinance 2009-009