PLANNING AND ZONING COMMISSION STAFF REPORT

DATE: March 25, 2025

TO: Planning and Zoning Commission

FROM: Susana Huerta, AICP, Planning & Zoning Director

THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT: Recommendation for Appointment of New Commissioners and Alternates - S. Huerta, Planning and Zoning Director

PURPOSE

The resignation of Commissioner Gomez has created an open seat on the Planning and Zoning Commission. The Code of Ordinances provides the procedure on making a recommendation to the City Council to fill that vacancy.

Sec. 1.06.006 - Board appointments and succession

(a)All members and alternates shall be appointed by city council through resolution.

(b)For boards and commissions that have alternates, if a member position becomes vacant, the chairperson of that board, committee, or commission may ask the first alternate if he or she wishes to become a regular member. If the alternate consents to the appointment in writing, the board, committee, or commission shall vote to approve such recommendation and submit that recommendation to the city council that such alternate be appointed as a regular member and forward the written consent of the alternate. Should the first alternate position be vacant or the alternate does not consent in writing, the chairperson of that board, committee, or commission may ask the second alternate, vote, and then forward such recommendation and written consent to the city council for appointment, and so on until a recommendation and written consent is presented to city council. Should alternate positions be vacant or the alternates do not consent to the consideration of appointment, the city council may consider other candidates for the member position, when all alternates considered for recommendation have been exhausted.

RECOMMENDATION

Recommend one of the alternate members fill the vacancy following the code guidelines.

APPROVED: _____   DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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Susana Huerta, AICP
Planning and Zoning Director