



**Staff Report
May 14, 2024**

TO: Honorable Mayor and Members of the Town Council
FROM: Christy Consolini, Planning Director
DATE: May 14, 2024
RE: Planning Commission Application Process

Recommendation

1. Discuss and provide input regarding the Planning Commissioner application process, and;
2. Provide staff with recommendation on drafting a Planning Commission Application Process that will be returned to the Town Council for further review.

Issue Statement and Discussion

The Planning Commission consists of five members, with each member appointed by one member of the Town Council, and ratified by a majority vote of the Town Council. Appointments are made at the regular council meeting in January following an election to the council to become effective in March of that year, unless the appointment is to fill an unexpectedly vacancy, which occurs in a 45-day period as needed. Members are appointed for four year terms.

The Town of Loomis Municipal Code Title 2 Administration and Personnel includes the following Chapter regarding the Planning Commission:

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Chapter 2.36 PLANNING COMMISSION

2.36.010 Created.

There is created a planning commission for the town which shall consist of five members who shall not be officials or employees of the town, but who shall be residents of the town. (Ord. 7 § 1, 1984)

2.36.020 Members—Appointment—Terms of office.

A. Each town councilmember shall appoint a member to the planning commission. Appointment will be made at the regular council meeting in January following election to the council to become effective on March 1st of that year. All appointments shall have an affirmative confirmation vote by a majority of all members of the town council prior to becoming effective. In the event of vacancy on the commission due to election of a member to the council, that vacancy shall be filled in accordance with Section [2.36.040](#) of this code.

B. In the event a councilmember vacates a seat prior to the end of a term of office, his or her appointment to the planning commission is deemed terminated thirty days after the filling of the vacated council seat. The newly seated councilmember filling out the term of office of the vacated seat will make an appointment to the commission within thirty days of being seated.

C. All other vacancies shall be in accordance with Section [2.36.040](#).

D. The term of a planning commissioner is four years beginning March 1st of the appointment year unless the seat is vacated during that four-year term. In that event, the term of the new appointment is the unfilled portion of the original four-year term. At the end of a term of office, a commissioner may be reappointed to another term, again subject to a confirmation vote. A commissioner vacates a commission seat on the last day of February four years from appointment. (Ord. 154 § 1, 1995; Ord. 94 § 1, 1990; Ord. 44 § 1, 1987; Ord. 7 § 2, 1984)

2.36.030 Members—Removal from office.

Any commissioner may be removed at any time by a majority vote of all the town councilmembers. (Ord. 44 § 1, 1987; Ord. 7 § 3, 1984)

2.36.040 Vacancies.

If a commissioner vacates a commission seat for any reason prior to the end of a term, the appointing councilmember must appoint a new commissioner within forty-five days of the vacancy. The new appointment is subject to confirmation by a majority vote of all the councilmembers.

If confirmation of the new appointment is not achieved within forty-five days of the vacancy, any councilmember or the council as a whole may entertain other nominations for the position. (Ord. 257 § 1, 2015; Ord. 44 § 1, 1987; Ord. 7 § 4, 1984)

2.36.060 Compensation—Authority.

Each member of the planning commission of the town shall receive the sum of fifty dollars per month as compensation for attending and participating in planning commission meetings. (Ord. 215 § 2, 2004; Ord. 207 § 4, 2003; Ord. 141 § 3, 1994; Ord. 24 §§ 1, 2, 1985)

2.36.070 Powers, duties and functions.

A. Subject to subsection B below, the powers, duties and functions of the planning commission shall be all those powers, duties and functions of a planning commission and board of zoning adjustment as provided in Chapters 3 and 4 of Title 7 commencing with Sections 65100 of the [Government Code](#) of the state (the Planning and Zoning Law), as the same may be hereafter amended. The planning commission shall perform such other duties and functions as may be designated by the town council.

B. Pursuant to [Government Code](#) Section 65853 when the town council requests a recommendation from the planning commission on matters concerning changes to the general plan, zoning code and municipal code, the commission shall render such decision by the time noted in the council request. The council may act on a matter solely on its own without obtaining a planning commission recommendation if the council determines that the matter requires immediate action. (Ord. 233 § 1, 2006; Ord. 7 § 6, 1984)

2.36.080 Chairperson—Rules—Records and meetings.

The planning commission annually shall elect a chairperson and a vice chairperson from among its members, shall adopt rules for the transaction of business, shall keep a public record of its resolutions, transactions, findings and determinations, and shall hold at least one regular meeting each month. (Ord. 7 § 7, 1984)

2.36.090 Superseding county ordinances.

This chapter is specifically intended to supersede the provisions of Loomis Ordinance No. 1 insofar as it is in conflict therewith and to supersede the provisions of the Placer County ordinance providing for a county planning commission insofar as the same was incorporated by reference in Loomis Ordinance No. 1. (Ord. 7 § 8, 1984)

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When a vacancy occurs on the Planning Commission or when new Town Councilmembers are elected and may select new Planning Commissioners, there is no formal application review process by the Town Council for prospective

Planning Commissioners. The current process allows a new Town Councilmember or the Town Councilmember associated with the vacancy to select an interested resident of Loomis who has submitted an application to the Town, and nominate them at a Town Council meeting. That nominee fills out a form for submittal to the Town; however, there is no formal process surrounding The Town Councilmember's actions to accept the nominee. There is an application form (Attachment 1) which is available on the Town's website: <https://loomis.ca.gov/departments/planning-commission/>

New Planning Commissioners were last selected on January 10, 2023. During that meeting, Councilmembers were asked to announce their selected Planning Commissioner, the item was then opened for public comment, and then the Council voted to accept the nominees. The staff report outlined the process for selection and the terms for the Planning Commissioners, but did not include the applications from each Planning Commission nominee. At the February 14, 2023 Town Council meeting, Councilmember Ring suggested that it would be beneficial to include at least the names and a brief statement regarding the qualifications of each nominee in the staff report for future appointments to allow the Town Council to publicly review information regarding each applicant to make an informed decision. Former Town Manager Sean Rabé suggested the submitted applications, redacted to conceal applicant's personal contact information, could be included in future staff reports for that purpose, and that process should be codified within the Municipal Code.

Prior to preparing a draft Municipal Code amendment for Town Council consideration, staff requests direction as to whether the Town Council wishes to pursue modification of the Municipal Code to include application requirements and inclusion of those applications in the staff report prior to Town Council action.

ATTACHMENTS

1. Current Application Form



TOWN OF LOOMIS

**Application For Membership To
Advisory Board Or Commission**

PLEASE PRINT OR TYPE

I am applying for membership on the _____

If this Board/Commission/Committee calls for a specific type member (such as parent member, provider member, etc.), please indicate for which position you are applying _____

Do you live within the limits of the Town of Loomis? _____

Filing deadline: _____

Name: _____

Residence address: _____

Mailing Address: _____

Phone Number (s) Home: _____ Business: _____

Time available (days, evenings, etc.): _____

Employment Experience: _____

Organization and Community Experience: _____

Other experience which you believe would be helpful to bring to the attention of the Town Council in making this appoint: _____

Education (include high school, college and/or university, and graduate study): _____

Other training: _____

A resume containing other pertinent information about yourself would be helpful to the Town Council in evaluating your application. Please attach one if you can.

_____ Date

_____ Signature of Applicant

Application must be filed with the Town Clerk / Deputy Town Clerk of the Council, Town Hall, at 3665 Taylor Rd or mail to PO Box 1330, Loomis, CA 95650