

## Staff Report

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**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Wes Heathcock, Town Manager  
**DATE:** **September 10, 2024**  
**RE:** Planning Commission Stipend

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### Recommendation

Provide staff directions on the Planning Commission stipend.

### Issue Statement and Discussion

During the 2024 Council Goals development, reviewing the Planning Commission stipend was identified as an essential goal under Initiative #5 Community Engagement and Involvement. The last stipend increase for the Planning Commissioners was in 2004 by Ordinance No. 215, which increased the commissioner's compensation from \$25/month to \$50/month. It is worth noting, the planning commission is scheduled for once-a-month meetings.

Looking at the area compensation for planning commissioners, the following observations were made:

<b>Regional Planning Commission Stipend</b>		
Jurisdiction	Meeting Frequency	Stipend
<i>Rocklin</i>	2 times a month	\$300
<i>Placer County</i>	2 times a month	\$100
<i>Lincoln</i>	1 time a month	\$100
<i>Citrus Heights</i>	Per meeting	\$70
<b><i>Loomis</i></b>	<b>1 time a month</b>	<b>\$50</b>
<i>Auburn</i>	Per meeting	\$25

The mean of the above planning commissioner's stipend for the region is \$107.50.

Staff is requesting the council discuss and provide direction regarding adjusting the planning commissioner stipend. In addition, the staff is requesting the council discuss and provide directions on modifying the Loomis Municipal Code to delegate the planning commissioner stipend via council resolution.

### **CEQA Requirements**

The proposed action is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines section 15061(b)(3) and is not a project pursuant to section 15378 because it will not result in a direct or reasonably foreseeable indirect physical change in the environment.

### **Financial and/or Policy Implications**

Changes to the planning commissioner stipend will increase the operating budget cost applicable to the increase. The current operating budget for planning commissioners is \$3,000.

### **Attachments**

- A. Loomis Municipal Code Chapter 2.36 – Planning Commission
- B. Town of Loomis Ordinance No. 215

## Title 2. Administration and Personnel

### 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. 7 § 2, 1984; Ord. 44 § 1, 1987; Ord. 94 § 1, 1990; Ord. 154 § 1, 1995)

#### § 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. 7 § 3, 1984; Ord. 44 § 1, 1987)

#### § 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. 7 § 4, 1984; Ord. 44 § 1, 1987; Ord. 257 § 1, 2015)

## § 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. 24 §§ 1, 2, 1985; Ord. 141 § 3, 1994; Ord. 207 § 4, 2003; Ord. 215 § 2, 2004)

## § 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. 7 § 6, 1984; Ord. 233 § 1, 2006)

## § 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)

# TOWN OF LOOMIS

## ORDINANCE NO. 215

### AN ORDINANCE OF THE TOWN OF LOOMIS AMENDING THE LOOMIS MUNICIPAL CODE REGARDING COMPENSATION FOR TOWN COUNCIL AND PLANNING COMMISSION

**WHEREAS**, the salary of the Town Council was fixed by Resolution No. 88 in 1999; and

**WHEREAS**, the Town Council has found that an increase in Town Council and Planning Commission stipend, are appropriate for the amount of work and additional meetings which are required; and

**WHEREAS**, the Town Council also wishes to include said, stipends in the Loomis Municipal Code.

**NOW, THEREFORE**, the Town Council of the Town of Loomis hereby amends the Loomis Municipal Code as follows:

Section 1. The Town Council adds Section 2.04.030 to the Loomis Municipal Code to read as follows:

"The salary of the Town Council shall be fixed at a rate of \$382.88 per month. Payment shall be made as per the Town payroll schedule on a bi-weekly basis."


Section 2. The Town Council amends Section 2.36.060 to read as follows:

"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."

The Town Clerk shall cause this Ordinance to be published as required by law in the Loomis News, a newspaper of general circulation and posted at three (3) locations within fifteen (15) days of the certification to be entered in the Book of Ordinances of the Town.

The foregoing Ordinance was introduced at a regular meeting of the Council of the Town of Loomis duly held on August 10, 2004, and was approved and enacted at a duly held regular meeting or adjourned meeting of the Council held on September 14, 2004 by the following roll call vote:

Ayes:	Fuson, Hine, Morillas, Scherer, Ucovich
Noes:	None
Absent:	None
Abstain:	None

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Town Attorney

## TOWN OF LOOMIS

STATE OF CALIFORNIA   )  
COUNTY OF PLACER     )

Town of Loomis

I, Charleen Strock, Town Clerk of the Town Council of the Town of Loomis, California, do hereby certify that attached Ordinance No. 215 is a true and correct copy and was duly introduced at a Regular Meeting of the Town Council held on August 10, 2004, adopted at a duly held regular meeting or adjourned regular meeting of the Council held on September 14, 2004 by the following roll call vote:

AYES:                   Fuson, Hinline, Morillas, Scherer, Ucovich

NOES:                   None

ABSTAINED:           None

ABSENT:               Fuson

I further certify that said Ordinance was published or posted pursuant to State Law (G.C. 40806).

  
\_\_\_\_\_  
Charleen Strock, Loomis Town Clerk

September 15, 2004  
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Date