



MEMORANDUM

TO: City Council

FROM: Whitney McDonald, City Manager

BY: Sarah Lansburgh, Deputy City Clerk

SUBJECT: Consideration of Appointment to the Planning Commission

DATE: November 22, 2022

SUMMARY OF ACTION:

Appointment of Catherine Sackrison to the Planning Commission to fill a vacancy.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is no financial or staffing impact from the recommended action.

RECOMMENDATION:

Approve the recommendation of Mayor Pro Tem George to appoint Catherine Sackrison to the Planning Commission.

BACKGROUND:

City Council policy sets forth appointment procedures for the City's Commissions, Boards and Committees. Section 5.2 of the City Council Handbook states that "the Mayor and each member of the Council shall appoint one representative to each respective Commission/Board/Committee..., subject to approval by a majority of the Council."

A vacancy on the Planning Commission occurred in October 2022 with the resignation of Commissioner Frank Schiro, previously appointed to the Commission by Mayor Pro Tem George.

ANALYSIS OF ISSUES:

The Planning Commission is responsible for advising the City Council and Community Development Department on all matters pertaining to the growth and development of the City. There is a current unscheduled vacancy on the Commission with a term expiration date of January 31, 2025. Catherine Sackrison has applied and is recommended for appointment by Mayor Pro Tem George.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve Mayor Pro Tem George's recommended appointment of Catherine Sackrison to the Planning Commission;
2. Do not approve the recommended appointment; or
3. Provide other direction to staff.

ADVANTAGES:

Approving the recommended appointment will provide for a full membership of the Planning Commission.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Application – C. Sackrison