

**AGENDA  
SPECIAL CITY COUNCIL MEETING  
BANNING, CALIFORNIA**

April 21, 2014  
**3:00 p.m.**

Banning Civic Center  
Large Conference Room  
99 E. Ramsey Street  
Banning, CA 92220

**I. CALL TO ORDER**

- Roll Call – Councilmembers Miller, Peterson, Welch, Westholder, Mayor Franklin

**II. PUBLIC COMMENTS**

PUBLIC COMMENTS – On Items Not on the Agenda

*A three-minute limitation shall apply to each member of the public who wishes to address the Mayor and Council on a matter not on the agenda. A thirty-minute time limit is placed on this section. No member of the public shall be permitted to "share" his/her three minutes with any other member of the public. (Usually, any items received under this heading are referred to staff or future study, research, completion and/or future Council Action.) (See last page. PLEASE STATE YOUR NAME AND ADDRESS FOR THE RECORD.*

**III. INTERVIEWS**

1. Candidate Interviews for City of Banning Planning Commission.  
Planning Commission Composition, Duties and Responsibilities . . . . . 1

*(Applications received – under separate cover)*

**IV. ADJOURNMENT**

*Pursuant to amended Government Code Section 54957.5(b) staff reports and other public records related to open session agenda items are available at City Hall, 99 E. Ramsey St., at the office of the City Clerk during regular business hours, Monday through Thursday, 7 a.m. to 5 p.m.*

*The City of Banning promotes and supports a high quality of life that ensures a safe  
and friendly environment, fosters new opportunities and provides responsive,  
fair treatment to all and is the pride of its citizens.*

**NOTICE:** Any member of the public may address this meeting of the Mayor and Council on any item appearing on the agenda by approaching the microphone in the Council Chambers and asking to be recognized, either before the item about which the member desires to speak is called, or at any time during consideration of the item. A five-minute limitation shall apply to each member of the public, unless such time is extended by the Mayor. No member of the public shall be permitted to "share" his/her five minutes with any other member of the public.

Any member of the public may address this meeting of the Mayor and Council on any item which does not appear on the agenda, but is of interest to the general public and is an item upon which the Mayor and Council may act. A five-minute limitation shall apply to each member of the public, unless such time is extended by the Mayor. No member of the public shall be permitted to "share" his/her five minutes with any other member of the public. The Mayor and Council will in most instances refer items of discussion which do not appear on the agenda to staff for appropriate action or direct that the item be placed on a future agenda of the Mayor and Council. However, no other action shall be taken, nor discussion held by the Mayor and Council on any item which does not appear on the agenda, unless the action is otherwise authorized in accordance with the provisions of subdivision (b) of Section 54954.2 of the Government Code.

**In compliance with the Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the City Clerk's Office (951) 922-3102. **Notification 48 hours prior to the meeting** will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.02-35.104 ADA Title II]



## **Planning Commission Composition, Duties and Responsibilities**

The Planning Commission plays a critical role in city government. Planning Commissioners make decisions and recommendations on a wide range of planning and land use matters. The decisions help to shape the growth and maintain the quality of life in the city they serve. The City of Banning Planning Commission will be composed of five (5) members appointed to four (4) year terms on a staggered basis. Planning Commissioners are restricted in several employment categories - please refer to Qualifications section (listed below) for those restrictions.

The Planning Commission typically meets the first Wednesday of the month in the City Council Chambers, 99 E. Ramsey Street Banning, California beginning at 6:30 p.m. Commission meetings may last from 10 minutes to 2-3 hours, and include staff and public presentations, Commission questions, deliberation and decisions.

Planning Commissioners are required to comply with the By-Laws as set forth by Ordinance No. 1332 and Ordinance No. 1427.

The scope of duties for Planning Commissioners includes:

1. Prepare, review, adopt, and recommend to the City Council for its adoption, long-range, comprehensive General Planning elements and zoning code provisions to guide the future physical development and conservation of the City and its adjoining environs based on geographic, social, economic and political characteristics of the community;
2. Prepare, review, adopt and recommend to the City Council for its adoption special area specific plans for identifiable areas wherein more detailed guidelines are needed to supplement the objectives of the General Plan;
3. Review development applications submitted to the City for consistency with adopted plans and ordinances. Approve or deny applications, when final authority is granted to the Planning Commission by the Municipal Code; or make a recommendation on those actions for which the City Council is the final reviewing body;

4. Act as the appeal body on decisions made by the Community Development Director;
5. Participate in training, special education and Planning Institutes offered by the City, outside subject matter experts and the League of California Cities or the University of California Special Education Series.
6. Such other functions and duties as the City Council may from time to time direct and/or provide within the Banning Municipal Code.

### **Qualifications**

Applicants for the City of Banning Planning Commission must meet all of the following qualifications:

1. Members of the Planning Commission shall be residents of the City of Banning who hold no other municipal office in the City. Members may not be employees of the City.
2. Proof of residency shall be submitted at time of application to the Commission through voter registration, utility bill at a physical address within the city boundaries. Residency shall be confirmed prior to appointment and maintained throughout the term served.
3. Applicants must meet the following Conflict of Interest rules:
  - A. The State of California Political Reform Act requires Planning Commission members to disclose interests in investments, real property, and income derived within the City of Banning or from sources doing business within the City of Banning. Filings are required within 10 days of assuming office and on an annual basis.
  - B. Members shall not work for the “Pass” Cities, which include Beaumont, Calimesa and Riverside County in roles such as Economic Development, Planning, or Redevelopment.
  - C. If an apparent conflict of interest arises, the member shall inquire of the City Attorney or staff prior to the meeting.
4. The Commission may form ad-hoc subcommittees in accordance with the Brown Act, and make appointments to that subcommittee, as it deems necessary. A quorum of Commission members may not be appointed to serve in a single subcommittee. Before forming a subcommittee, the Commission shall establish a specific mission and term for the subcommittee.