



What types of major issues should this committee or board deal with?

---

---

---

---

---

Please identify specific problems facing the committee or board on which you would like to serve and explain how you feel they might be resolved:

---

---

---

---

---

---

---

---

---

---

Your name will be considered by the City Council upon receipt of your application.

***This is a volunteer position. You must be a registered voter and reside in the city of Banning. You will also need to be fingerprinted and pass a background investigation.***

Please return to: City Clerk's Office/City of Banning  
99 E. Ramsey Street  
P. O. Box 998  
Banning, CA 92220

**RETURN BY: August 15, 2016  
5:00 p.m.**

Thank you for your willingness to serve your local government.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



### **General Information About the Planning Commission**

The City Council of the City of Banning encourages residents who have the qualifications listed below, to apply to serve on the Planning Commission.

The Council encourages all qualified individuals to accept this invitation to apply to become a City of Banning Planning Commissioner. **All Applications must be received by Friday, August 15, 2016 at 5:00 p.m.** You will also need to be fingerprinted and pass a background investigation. Completed applications should be sent to City of Banning, City Clerk's Office, 99 E. Ramsey Street, Banning, California 92220.

Once applications are received, the City Council will interview the candidates and select the member(s) of the Planning Commission. Applicants will be selected by the Council without regard to race, sex, creed or religious affiliation. Planning Commissioner selected by the City Council serve at the pleasure of the Council, and may be removed by a majority vote of the Council. All Commissioners will receive instruction and training on the Brown Act, and the Conflict of Interest Laws, and will be expected to comply with State Law.

### **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.