



MEMORANDUM

TO: CITY COUNCIL

FROM: WHITNEY MCDONALD, CITY MANAGER

BY: JESSICA MATSON, LEGISLATIVE & INFORMATION SERVICES DIRECTOR/CITY CLERK

SUBJECT: CONSIDERATION OF APPOINTMENT TO THE PLANNING COMMISSION

DATE: JULY 27, 2021

SUMMARY OF ACTION:

Appointment of Kevin Buchanan as a new Commissioner to the Planning Commission to fill a current vacancy.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

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

RECOMMENDATION:

It is recommended the Council approve the recommendation of Mayor Pro Tem Paulding to appoint Kevin Buchanan to the Planning Commission.

BACKGROUND:

City Council policy sets forth appointment procedures for the City's Commissions, Boards and Committees. Policy No. 4 of the City Council Operations Manual, Section 3 states that the Mayor and each member of the Council shall appoint a representative to the various Commissions, Boards and Committees, subject to the approval by a majority vote of the Council. All Commission and Board Members serve at the pleasure of the Council.

A vacancy on the Planning Commission occurred in June 2021 with the relocation out of State of Commissioner Ken Sage, previously appointed to the Commission by Mayor Pro Tem Paulding.

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 Board with a term expiration of January 31, 2023. Kevin Buchanan has submitted an application and is recommended for appointment by Mayor Pro Tem Paulding.

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ALTERNATIVES:

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

1. Approve Mayor Pro Tem Paulding's recommended appointment;
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.

Attachment:

1. Application – K. Buchanan

CITY OF ARROYO GRANDE

"List of Citizens to Serve"
300 East Branch Street
Arroyo Grande, CA 93420

Application to Board, Committee, or Commission

PLEASE PLACE A CHECK MARK NEXT TO THE BOARD/COMMITTEE/COMMISSION FOR WHICH YOU WOULD LIKE TO APPLY (You may make more than one selection):

- Planning Commission
- Tourism Business Improvement District Advisory Board
- Downtown Parking Advisory Board
- Architectural Review Committee
- Special committees/subcommittees

Date of Application 6/18/2021

Name Buchanan, Kevin
Last First

Home Address [REDACTED] Arroyo Grande, CA 93420

Home or Cell Phone ([REDACTED]) Business Phone ()

E-mail address (Optional) [REDACTED]

Do you reside within the City limits of Arroyo Grande? Yes No

Are you a registered voter? Yes No

Occupation Software Developer

Employer 8th Light Consulting

Education (Include professional or vocational licenses or certificates)
BS, Finance, Santa Clara University

Community involvement (List organization memberships and committee assignments)

Assistant Coach, Arroyo Grande Valley Little League

Please describe any background, training, education or interests that qualify you as an appointee
Interest in city planning, development, housing, and transit.

(Please attach additional pages if necessary)

(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)

What do you see as the objectives and goals of the advisory board, committee or commission for which you are applying?

To advise city council on planning and development issues, and ensure that the city's general plan is implemented in new development and planning.

Please list three (3) Arroyo Grande references. PLEASE OBTAIN PERMISSION FROM INDIVIDUALS BEFORE LISTING THEM AS A REFERENCE.

Name: Paul Yrigollen Address: [REDACTED] Phone: [REDACTED]

Name: Dan Thompson Address: [REDACTED] Phone: [REDACTED]

Name: Taylor Phillips Address: [REDACTED] Phone: [REDACTED]

Current meeting schedules are indicated below:

Planning Commission, 1st and 3rd Tuesday of each month, 6:00 p.m.

Downtown Parking Advisory Board, meets as needed

Architectural Review Committee, 1st Monday at 2:30 p.m. and 3rd Monday at 2:30 p.m. each month

Tourism Business Improvement District (TBID) Advisory Board, last Monday of each month, 3:30 p.m.

Are you willing to commit to the time necessary to fulfill the obligations of an appointment to a Board, Committee or Commission? Yes No

I hereby declare that the foregoing information is true and complete to the best of my knowledge and belief.

[REDACTED]

Applicant Signature

6/18/2021

Date

Notice to Applicants:

1. Applicants appointed by the City Council are required to take an Oath of Office.
2. State law and the City's Conflict of Interest Code requires that Board Members, Committee Members, and Commissioners file Statements of Economic Interests (Form 700) upon assuming office, annually, and upon leaving an appointed office (e.g. sources of income, loans, gifts, investments, interests in real property within the City).
3. This application is a matter of public record and portions thereof are subject to disclosure pursuant to the California Public Records Act.
4. Applications will remain active and on file for one (1) year.

Please return completed Application to:

**CITY CLERK'S OFFICE
300 East Branch Street
Arroyo Grande CA 93420**