



City of Jurupa Valley

Staff Report

DATE: JANUARY 15, 2026
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROD BUTLER, CITY MANAGER
BY: MARIA MORRIS, CITY CLERK
SUBJECT: AGENDA ITEM NO. E

**ANNUAL RECONFIRMATION PROCESS FOR MEMBERS OF THE
PLANNING COMMISSION**

RECOMMENDATION

That the City Council consider the reconfirmation of the appointment of Planning Commissioners Uriel De La Torre, Penny Newman, Arleen Pruitt, Christobal Rosales and Laura Shultz pursuant to Section 2.35.030(E) of the Jurupa Valley Municipal Code.

BACKGROUND

On December 5, 2013, the City Council adopted Ordinance No. 2013-11, amending Section 2.35.030.E, which provides that "Each year the City Council shall reconfirm the appointment of each Planning Commissioner." Section 2.35.030.E.2 provides that each Planning Commissioner shall be "reconfirmed by a majority vote of the entire City Council." Section 2.35.030.E.3. specifies that:

"If a Planning Commissioner is not reconfirmed by a majority vote of the entire City Council, then at the time of this vote the Planning Commissioner shall be deemed removed from the Planning Commission, the Planning Commissioner's term and tenure as a member of the Planning Commission shall end, and a vacancy shall exist for that position."

If a Planning Commissioner's term is expiring, or if a vacancy should occur on the Planning Commission by resignation or failure to be reconfirmed, the positions shall be filled by appointment of a new member by the City Council pursuant to the procedures of subsection A of Section 2.35.020.

ANALYSIS

The terms of office for Uriel De La Torre, Penny Newman and Arleen Pruitt are scheduled to expire in December 2026. The terms of office for Christobal Rosales and Laura Shultz are scheduled to expire in December 2028.

FINANCIAL IMPACT

There is no financial impact.

ALTERNATIVES

None.





Prepared by:

Maria Morris
City Clerk

Submitted by:

Rod B. Butler
City Manager

Reviewed by:

Susan Paragas
Director of Finance

Reviewed by:

Michael Flad
Assistant City Manager

Reviewed by:

Peter M. Thorson
City Attorney

ATTACHMENT

1. Ordinance No. 2013-11



ORDINANCE NO. 2013-11

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JURUPA VALLEY, CALIFORNIA, AMENDING CHAPTER 2.35, PLANNING COMMISSION, OF THE JURUPA VALLEY MUNICIPAL CODE, RELATING TO THE TERM, APPOINTMENT, RECONFIRMATION, AND REMOVAL OF MEMBERS OF THE PLANNING COMMISSION

THE CITY COUNCIL OF THE CITY OF JURUPA VALLEY DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.35 of the Jurupa Valley Municipal Code is hereby amended to read as follows:

Chapter 2.35 Planning Commission

2.35.010 Planning Commission Established.

There is hereby established within the City a planning commission. The Planning Commission shall perform the planning agency functions described in Government Code Section 65100 *et seq.*, and shall fulfill the functions delegated to the Planning Commission for the County of Riverside under the relevant ordinances and resolutions, which the City has adopted as required upon incorporation. The Planning Commission shall perform the functions of any and all planning, zoning or code enforcement appeals board created by the relevant County of Riverside ordinances and resolutions, which the City has adopted by reference as required by law and by any City of Jurupa Valley ordinances.

2.35.020 Number of Members; Appointment and Removal.

- A. The Planning Commission shall consist of five (5) members. Members of the Planning Commission shall be appointed by the City Council. Each Council Member shall nominate one member of the Planning Commission. Each such nomination shall require confirmation by a majority vote of the entire City Council.
1. Not less than ten (10) days prior to the meeting at which the Council will consider one or more appointments to the Planning Commission the City Clerk shall post notice of the pending appointments and invite qualified persons to apply for the position or positions.
 2. The City Clerk shall post such notice at the locations where the City Council Agendas are posted pursuant to City Council resolution and on the City's website.
 3. In addition to these posting requirements, the City Clerk shall also comply with the posting requirements for vacancies and terms of Planning

Commissioners as provided in Government Code Sections 54970 to 54974 or their successor sections.

- B. Members of the Planning Commission shall serve at the pleasure of the City Council and a member of the Planning Commission may be removed from the Planning Commission by a majority vote of the entire City Council for any reason, with or without cause. If a Planning Commission member is removed from office, then at the time of this vote the Planning Commissioner shall be deemed removed from the Planning Commission, the Planning Commissioner's term and tenure as a member of the Planning Commission shall end, and a vacancy shall exist for that position.
- C. If a vacancy should occur on the Planning Commission such vacancies shall be filled by appointment of a new member by the City Council for the unexpired portion of the term pursuant to the procedures of subsection A. of this Section.

2.35.030 Term; Annual Reconfirmation.

- A. The term of each member of the Planning Commission shall be for four (4) years or until their successors are appointed and sworn in as members, whichever is later; provided, however, that the term of the first Planning Commission shall be as provided in this section, and, provided further, that the term of a Planning Commissioner shall be subject to reconfirmation or removal pursuant to this Chapter.
- B. The Planning Commissioners nominated by Council Members who will hold office until the first succeeding municipal election of the City, as provided in Government Code Section 57377, shall serve until December 31 in the year of the City's first succeeding municipal election, subject to reconfirmation or removal pursuant to this Chapter.
- C. The Planning Commissioners nominated by Council Members who will hold office until the second succeeding municipal election of the City, as provided in Government Code Section 57377, shall serve until December 31 in the year of the City's second succeeding municipal election, subject to reconfirmation or removal pursuant to this Chapter.
- D. Thereafter, each member of the Planning Commission shall serve the term of four (4) years as provided in this Chapter, subject to reconfirmation or removal pursuant to this Chapter.
- E. Each year the City Council shall reconfirm the appointment of each Planning Commissioner.
 - 1. The reconfirmation shall occur at a regular City Council meeting during the month of December of each year, provided that the first reconfirmation following adoption of Ordinance No. 2013-11 shall be not later than February 28, 2014.

2. Each Planning Commissioner shall be reconfirmed by a majority vote of the entire City Council.
3. If a Planning Commissioner is not reconfirmed by a majority vote of the entire City Council, then at the time of this vote the Planning Commissioner shall be deemed removed from the Planning Commission, the Planning Commissioner's term and tenure as a member of the Planning Commission shall end, and a vacancy shall exist for that position.

2.35.040 Qualifications.

Members of the Planning Commission shall, at all times during their incumbencies, be bona fide residents and registered voters of the city. No member of the Planning Commission shall be a city employee, nor shall any member of the Planning Commission be a member of another city commission at any one time.

2.35.050 Officers.

The officers of the Planning Commission shall consist of a Chairperson and a Vice-Chairperson who shall be selected by a majority vote of the entire Planning Commission. The terms of the Chairperson and Vice-Chairperson shall be from January 1 to December 31 of each year, subject to removal or failure to reconfirm pursuant to this Chapter.

2.35.060 Meetings/Quorum.

- A. The City Council shall establish meeting schedules for the Planning Commission by resolution.
- B. A quorum of three members of the Planning Commission shall be required for the transaction of any business.

2.35.070 Stipend.

Members of the Planning Commission may receive a stipend per meeting in an amount set by resolution of the City Council.

Section 2. Effect of Ordinance. This Ordinance is intended to supersede any ordinance or resolution of the County of Riverside or the City of Jurupa Valley, including Ordinance No. 2011-09, in conflict with the terms of this ordinance. Nothing herein is intended to nor shall effect any decisions made by the Planning Commission prior to the effective date hereof.

Section 3. Certification. The City Clerk of the City of Jurupa Valley shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted in the manner required by law.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Jurupa Valley on this 5th day of December, 2013.


Verne Lauritzen
Mayor

ATTEST:


Victoria Wasko, CMC
City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF JURUPA VALLEY)

I, Victoria Wasko, CMC, City Clerk of the City of Jurupa Valley, do hereby certify that the foregoing Ordinance was regularly introduced at a regular meeting of the City Council on November 21, 2013 and thereafter at a regular meeting held on the 5th day of December, 2013, it was duly passed and adopted by the following vote of the City Council:

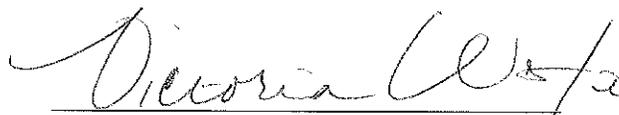
AYES: GOODLAND, HANCOCK, LAURITZEN, ROUGHTON

NOES: NONE

ABSENT: JOHNSTON

ABSTAIN: NONE

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Jurupa Valley, California, this 5th day of December, 2013.


Victoria Wasko, CMC, City Clerk
City of Jurupa Valley