



CITY OF HEALDSBURG CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: September 2, 2025

SUBJECT: City Council Subcommittee to Interview Planning Commission Applicants

PREPARED BY: Raina Allan, City Clerk

STRATEGIC INITIATIVE(S):

- Provide Effective Governance
-

RECOMMENDED ACTION(S):

Appoint a City Council Subcommittee to interview the applicants for the Planning Commission.

COMMUNITY ENGAGEMENT/OUTREACH:

The Planning Commission vacancy was published in the Press Democrat and the Healdsburg Tribune on July 24, 2025, July 31, 2025, and August 7, 2025. Information on the vacancy was also posted on the City's social media Platforms and the website.

BACKGROUND:

On August 1, 2025, a vacancy occurred on the Planning Commission due to a Commissioner moving outside of City limits. The vacancy is for the remainder of a term that runs through June 30, 2027.

DISCUSSION/ANALYSIS:

Staff recommends the City Council form a subcommittee to interview the Planning Commission applicants and make recommendations to the full Council at the September 15, 2025, meeting, on the best qualified candidates to fill the positions.

The application period closed August 28, 2025. Staff extended the deadline to apply from August 14th to August 28th. to allow more time for community members to apply. Staff will schedule interviews after the subcommittee has been formed. Staff received six applications as of the posting of this staff report. The applicants are listed below.

Mat Humphrey
James Gentry
Megan Mokri

Hank Scotch
Christine Schadlich
Janice Kay McCartan

ENVIRONMENTAL STEWARDSHIP:

Not Applicable.

ALTERNATIVES:

The City Council could pursue an alternative plan to make the appointments without the formation of a subcommittee.

FISCAL IMPACT:

There is no fiscal impact related to the proposed action.

ENVIRONMENTAL ANALYSIS:

Pursuant to Title 14, the California Code of Regulations, Section 15378(b)(5) of the California Environmental Quality Act ("CEQA") guidelines, the proposed action is an administrative activity of the City that will not result in direct or indirect physical changes to the environment.

ATTACHMENT(S):

Planning Commission Applications