



# COUNTY OF HUMBOLDT

For the meeting of: 1/31/2023

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File #: 23-85

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**To:** Board of Supervisors

**From:** Clerk of the Board

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Notice of Vacancy for an At-Large Member on the Humboldt County Planning Commission.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Receive and file the report.

**SOURCE OF FUNDING:**

General Fund

**DISCUSSION:**

The Humboldt County Planning Commission has one vacancy for an At-Large member due to the term expiration of Melanie McCavour as of January 31, 2023.

A Notice of Vacancy has been posted per the Board of Supervisors Protocol. A separate agenda item will be brought back on March 7, 2023 for the consideration of appointment to fill the vacancy.

Applications are available at the Clerk of the Board's office or by emailing [COB@co.humboldt.ca.us](mailto:COB@co.humboldt.ca.us) <<mailto:COB@co.humboldt.ca.us>>

**FINANCIAL IMPACT:**

Pursuant to County Code, Chapter 2, Section 312-1, planning commissioners receive a per diem of \$140 per meeting (up to 10 meeting per month), and are allowed the same travel expenses as other county officers and employees. There is minimal financial impact to the posting of a vacancy for a commission member as their related costs have been budgeted in the Planning & Building Department's budget (1100-277 Advanced Planning and 1100-268 Cannabis Planning).

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to change the appointment date to late in the calendar if desired, but this is not recommended as the Planning Commission is very active and needs a full membership to meet a quorum.

ATTACHMENTS:

Vacancy Notice

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A