

TO: JAMES L. APP, CITY MANAGER

FROM: BOB LATA, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: INTERVIEW DATE FOR PLANNING COMMISSION CANDIDATES

DATE: NOVEMBER 16, 2004

Needs: For the City Council to consider setting a date for interviewing prospective candidates for seats on the Planning Commission.

Facts:

1. The scheduled terms for three (3) Planning Commissioners will expire December 31, 2004.
2. Newspaper advertisements have been published, seeking applicants for the Planning Commission. November 5th was the established deadline for applications. A total of eight (8) applications were received, including a request from one of the three incumbents (Ed Steinbeck) for reappointment.
3. Setting a date for Planning Commission interviews would facilitate arrangements for the interviews and the ability to seat the appointed Planning Commissioners as early as possible in 2005.

Analysis
and

Conclusion: It is anticipated that the new City Council member(s) will be seated at the December 7, 2004, Council meeting. With that in mind, it is suggested that the Council set a Planning Commission interview date after December 7, 2004.

Options for consideration would include:

- Thursday, December 16, 2004
- Monday, December 13, 2004
- Wednesday, December 8, 2004

Policy

Reference: City Council appointments of Planning Commission members.

Fiscal

Impact: None

Options:

- a. Select Thursday, December 16, 2004, (or a suitable alternative date) for conducting interviews and making appointments to the Planning Commission.
- b. Amend, modify, or reject the foregoing option.