

**TO:** James L. App, City Manager  
**FROM:** Ron Whisenand, Community Development Director  
**SUBJECT:** Schedule Dates for Applicant Interviews/Appointments for Planning Commission Vacancies  
**DATE:** November 3, 2009

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**Needs:** For the City Council to consider setting the dates for interviews of candidates for filling vacancies on the Planning Commission.

**Facts:**

1. The Planning Commission consists of seven (7) regular appointed members who are each assigned in staggered three year terms.
2. Two of the Commissioners' terms will expire December 31, 2009. The seats are currently occupied by Ron Johnson and Chuck Treach.
3. Recruitment notice was placed in local newspapers and posted on the City's website. The application deadline is November 20, 2009. Due to the timing of this report, staff will provide a final listing of applicants prior to the scheduled interview dates.

**Policy Reference:** Adopted Council policies regarding advisory bodies.

**Options:**

- a. Set Thursday, December 10, 2009 at 7:00 PM as the date and time for interviewing applicants and making appointments to the Planning Commission; or
- b. Amend, modify, or reject the above option.