

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 16, 2010

Needs: For the City Council to consider setting a date 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. Three of the Commissioners' terms will expire December 31, 2010. The seats are currently occupied by Margaret Holstine, Gary Nemeth, and Joel Peterson. All three Commissioners are not "termed out" and would therefore be able to reapply.
3. Recruitment notice was placed in local newspapers and posted on the City's website. The application deadline is November 30, 2010. Due to the timing of this report, staff will provide a final listing of applicants prior to the scheduled interview dates.
4. Newly appointed Planning Commission members would be sworn in at the first regularly scheduled Commission meeting in January of 2011.

Policy Reference: Adopted Council policies regarding advisory bodies.

Options:

- a. Set Thursday, December 16, 2010 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.