

TO: James L. App, City Manager

FROM: Ed Gallagher, Community Development Director

SUBJECT: Schedule Dates for Applicant Interviews/Appointments for Planning Commission Vacancies

DATE: November 15, 2011

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. Two of the Commissioners' terms will expire December 31, 2011. The seats are currently occupied by Al Garcia and Steve Gregory. Both 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, 2011. 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 2012.

Policy Reference: Adopted Council policies regarding advisory bodies.

Options:

- a. Set Thursday, December 15, 2011 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.