

TO: MEG WILLIAMSON, ACTING CITY MANAGER

FROM: WARREN FRACE, COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT: SCHEDULE DATES FOR APPLICANT INTERVIEWS/APPOINTMENTS
FOR PLANNING COMMISSION VACANCIES**

DATE: JANUARY 19, 2016

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. Commissioners Cooper and Vanderlip's terms will expire February 28, 2016.
 3. A recruitment notice was placed in local newspapers for three (3) consecutive weeks, and it was posted on the City's website. The application deadline was January 29, 2016. Due to the timing of this report, staff will provide a final listing of applicants prior to the scheduled interview date.
 4. Newly appointed Planning Commission members would be sworn in on or before the first regularly scheduled Commission meeting on March 8, 2016.
 5. The League of California Cities, Planning Commissioner's Academy training, which Planning Commissioners attend, will take place on March 2 – 4, 2016, therefore it would be preferable to select new Commissioners before they are formally "seated" so that they may attend the training.
 6. Potential dates to consider holding Planning Commissioner interviews include Thursday evening, either on February 4th or 11th.

Policy Reference: Adopted Council policies regarding advisory bodies.

- Options:**
- a. Set a date of either Thursday, February 4th or 11th, 2016 at 6:30 p.m. for interviewing applicants and making appointments to the Planning Commission; or
 - b. Amend, modify, or reject the above option.