

MEMORANDUM

TO: Mayor and City Council

FROM: Howard P. Schesser, Community Development Director

SUBJECT: **APPOINT COMMITTEE FOR PLANNING COMMISSION INTERVIEWS**

DATE: October 18, 2006

Background

At the end of the year the positions held by Matt Parsons and Brad Cohen on the Planning Commission will expire. Additionally, with the likely election of Thomas Munroe to City Council his remaining term will be vacant (Thomas Munroe s term expires 12/31/08). Advertisements seeking applications for the Planning Commission will begin next week on the City s Website, Friday Update, and the Cottage Grove Sentinel. Both Parsons and Cohen would be eligible to reapply for a position on the Planning Commission. All applicants for the positions must live within the city limits, as there are already two members who live outside the city.

Once the application period has closed, the applicants would be interviewed by a committee consisting of three Councilors with non-voting participation from the Community Development Director and the Planning Commission Chairman. However, the current Planning Commission Chairman is Matt Parsons and if he reapplies he would not participate on the committee. In the past the Mayor has appointed three members of the City Council to serve on the committee.

Following the interview process the Committee will make a recommendation to City Council on the appointments that will take effect on January 1, 2007.

Recommendation

That the Mayor appoint three City Councilors to serve on the interviewing committee.

Cost

No cost.

Richard Meyers,
City Manager

Howard P. Schesser,
Community Development Director

