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**SUBJECT:** Amendment to Council/Administrative Policy No. 30-1 (Appointment of Planning Commission Members) to be consistent with current practices.

**DEPARTMENT:** Community Development Department

**STAFF:** Alexis Morris, Director of Community Development  
Erik Nolthenius, Planning Manager

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### **TITLE/RECOMMENDATION**

Adopt a resolution amending Council/Administrative Policy No. 30-1 (Appointment of Planning Commission Members) to be consistent with current practices.

### **FISCAL IMPACT**

Not Applicable.

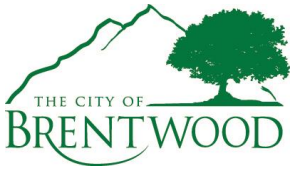
### **BACKGROUND**

Council/Administrative Policy No. 30-1 was originally adopted by the City Council in 1983 to provide for the appointment and composition of the Planning Commission. It was amended in 2006 to account for instances when a Commissioner's term expires but a successor has not yet been appointed. Since that time, changes have been made to the Planning Commission appointment process, including clarifications to the means of selecting and interviewing candidates, adopted by the City Council in February 2021, which was amended December of 2023 (see Attachment 2).

Staff recommends that the policy be amended at this time to be consistent with current practices, including the City Council process for interviewing prospective Commissioners, as well as the City Council process for removing current Commissioners. These changes are reflected in Exhibit A to the attached draft resolution for the City Council's review.

### **CITY COUNCIL STRATEGIC INITIATIVE**

Not Applicable.



### **PREVIOUS ACTION**

Previous Action by the City Council is included on Attachment 1.

### **DATE OF NOTICE**

Not Applicable.

### **ENVIRONMENTAL DETERMINATION**

Not Applicable.

### **ALTERNATIVE OPTION(S)**

Alternative options to staff's recommendation:

1. Do not approve staff's recommended changes.
2. Modify staff's recommended changes based on discussion.
3. Continue item with direction for staff to return with additional information.

### **ATTACHMENT(S)**

1. Previous Action
2. Planning Commissioner Candidate Selection, Interview, and Appointment Process (February 2021 and Amended December 2023)
3. Draft resolution amending Council/Administrative Policy No. 30-1