

**Planning Commissioner Candidate Selection, Interview, and
Appointment Process**
As adopted by the City Council February 9, 2021,
Revised on December 12, 2023.

1. Selection of applicants to be interviewed
 - a. Unless an applicant has withdrawn their application, a compilation of all received applications will be provided to the City Council.
 - b. The Mayor and City Council members will each choose up to five (5) candidates to be interviewed from among the applications submitted. The Mayor and each Council member will email their individual selections to the City Clerk. Each applicant that is selected by at least two (2) Mayor/Council members will be advanced for an interview.
 - c. In the alternative to Section 1.b., the Mayor and City Council may agree to interview all applicants for a particular commission.
2. Interviews
 - a. Regular or special meetings may be held for the interview and/or selections of applicants or each commission. Unless the number of candidates otherwise permits, there will be one meeting for each commission.
 - b. The purpose of each meeting is to allow City Council members to interview applicants, to provide recommendations to the Mayor on who could be considered for appointment, and for the City Council to consider approval of the Mayor's recommended appointees.
 - c. Each special meeting will be held in-person or virtually, and will be properly noticed and open to the public. Redacted applications and resumes of each applicant will be attached to the meeting agenda.
 - d. Public comment will be received on the special meeting's agenda item.
 - e. For virtual meetings, at the meeting's start, the applicants will be in a separate private "room" or "lobby" (without access to the video or audio of the public meeting); for meetings held in person, the applicants will be seated in a room where there is not audio/video of the City Council meeting; and be brought in to the public meeting in sequence. (The order of sequence will be randomly selected by the City Clerk drawing names.)
 - f. The Mayor and each Council Member will have the opportunity to ask one (1) question each of the applicants. Each Council Member will submit up to three (3) questions, in order of preference to the City Clerk no later than twenty-four (24) hours before the special meeting. In case of multiple Council Members having the same first or second preference question, a second or third preference question may be used. The City Clerk will review the final questions with the City Manager or designee

to ensure there are no duplicate questions. The questions will not be shared with other Council Members prior to the meeting. The same questions must be asked of all applicants. Each applicant will be limited to three (3) minutes for each question. Limited follow up questions may be permitted by the Mayor, based on available time.

3. Appointments

- a. After all interviews are complete, the Mayor, with the assistance of the City Clerk, will poll the City Council members on their top two choices, in order from first to last. The Mayor will then state his or her top two choices, in order of first to last, indicating which applicant(s) will be appointed to a full term, or to complete an unexpired term, if applicable, and submit them to the City Council for approval.
- b. Following submittal of the Mayor's recommended applicant(s), there will be City Council discussion and then a vote on each applicant, until all open seats are filled. If an applicant receives the majority of the City Council votes (including those of the Mayor), then they are approved. If any applicant does not receive a majority vote, they are not selected, and the Mayor could either make another recommendation, or ask staff to advertise the Commission opening(s) again, seeking additional applicants.