



Planning Commission

Planning Commission Candidate Screening Process

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Title

Planning Commission Candidate Screening Process

Recommended Action

Move to approve a process for reviewing and making recommendation to the General Government Committee on applicants to be interviewed for the vacant Planning Commission position.

Report

Issue:

Whether to move forward with staff's recommended process for reviewing and making recommendation to the General Government Committee on applicants to be interviewed for the vacant Commission position.

Staff Contact:

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Presenter(s):

Stacey Ray, Senior Planner, Community Planning and Development

Background and Analysis:

The City Council would like to City Advisory Committees and Commissions to help identify candidates to interview for vacant Committee and Commission positions. The General Government Committee has asked that members screen all applicants and identify three candidates to be interviewed for each vacant position. The Planning Commission will have one vacancy to fill this year and has received 11 applications.

This agenda item is to approve a process for screening candidates. Staff is recommending the Commission use the same process as last year:

- The 11 applications are distributed to Commissioners in the January 27 regular meeting packet.
- Commissioners review the applications in advance of the meeting and use the Application Evaluation Matrix developed by General Government to identify their top three candidates (Attachment A).

- All Commissioners discuss and agree to three candidates to recommend to General Government at the regular meeting on January 27.

This proposed process and schedule allows the Commission to forward a recommendation to General Government, who will hold candidate interviews in February. The new Commissioner will begin their term April 1.

Neighborhood/Community Interests (if known):

N/A

Options:

1. Approve staff's recommended process to help screen potential candidates to be interviewed for the vacant Commission position.
2. Refine and approve a process to help screen potential candidates to be interviewed for the vacant Commission position.
3. Choose not to participate in screening potential candidates to be interviewed for the vacant Commission position.

Financial Impact:

There is no financial impact to the Commission participating in screening potential candidates for a vacant position.

Attachments:

Boards & Commissions Application Evaluation Matrix