

**TO: PLANNING COMMISSION**

**FROM: LISA ANDERSON-OGILVIE, AICP  
DEPUTY COMMUNITY DEVELOPMENT DIRECTOR AND  
PLANNING ADMINISTRATOR**

**SUBJECT: INTERVIEW OF POTENTIAL NEW MEMBERS**

**SUMMARY**

Commissioner Fryback requested an agenda item to discuss the interview process for potential new Commission members.

**RECOMMENDATION**

Information Only.

**FACTS AND FINDINGS**

Potential Planning Commission members are vetted through the City Council Boards and Commissions Committee. The Committee recommends which applicants should be interviewed by the full Council, or in more recent years, they recommend which applicants should be appointed.

The City Council previously interviewed potential members prior to voting on appointments. During Covid the process dropped off and has sporadically been used but not consistently. The last two members that were appointed were not interview.

SRC [Chapter 6](#) lists the responsibilities, duties and rules for Planning Commission. There is no requirement that the City Council interview applicants prior to voting on an appointment.