



MEMORANDUM

DATE: February 25, 2021
TO: William Corbett, Planning Commissioner
FROM: Cynthia Rogers, Director, Planning & Grants Management
SUBJECT: Seat D Vacancy Declaration

Dear William:

I am sending this memo to provide notice that I have reviewed attendance records at Planning Commission meetings and found that your attendance has included three or more consecutive unexcused absences at regular meetings. I have therefore notified the Mayor as required and will be posting seat D on the website today as open for letters of interest. I appreciate your service on the Planning Commission. Please feel free to contact me if you feel there has been an error in this evaluation. I am also including below the associated code regarding this matter.

2.68.050 Vacancies—Attendance records.

- A. A vacancy shall be declared, and filled as provided in Section [2.68.020](#) when a member:
1. Fails to qualify and take his/her office within thirty days after his/her confirmation by the council;
 2. Departs from the city with the intent to remain away for a period of ninety or more days or is physically absent from the area he/she was appointed to represent for a period of ninety or more days;
 3. Submits his/her resignation and the resignation is accepted by the mayor;
 4. Is physically or mentally unable to attend commission meetings for a period of more than ninety days;
 5. Misses three or more consecutive regular meetings, unless excused by the commission; or
 6. Is convicted of a felony or of an offense involving a violation of his/her oath of office.
- B. The clerk of the planning commission shall keep attendance records and notify the mayor when vacancies occur. (Ord. 26 § 3 (part), 1973; Ord. 86-8 § 1, 1986; Ord. 92-20 § 1 (part), 1992.)