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### Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agenda Item: Consider a Letter of Interest for Planning & Zoning Alternate Position  
**Date:** 08/19/2025

**Purpose:**

The purpose of this agenda item is to consider a *Letter of Interest* from New Castle resident Trent Mahaffey for Appointment as an Alternate Planning & Zoning (P&Z) Commissioner. As Council may recall, in recent years it was determined that having two alternate positions would help ensure the P&Z Commission is fully seated at each meeting. In the last few years this approach has proven to be a useful tool, allowing P&Z Commissioners to occasionally be absent for vacations, or to care for other business. This method also allows Commissioners who are seated in the alternate positions to gain experience before taking on the full duties of a voting member.

Trent's *Letter of Interest*, outlining his background and qualifications, will be available to Town Council. During this agenda item, Trent will have the opportunity to share his interest in serving, and Council will be able to engage in discussion with him prior to considering the appointment.