



City of Stevenson

Planning Department

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TO: Planning Commission
FROM: Ben Shumaker
SUBJECT: Planning Commission Vacancy

Introduction

The Stevenson Planning Commission is given the opportunity to interview individuals interested in filling the current vacancy on the Planning Commission and recommend one individual for appointment by the City Council.

Selection Process

Interview Process: The Planning Commission should gauge potential members according to the answers the candidate gives on the statement of interest form, the interview questions, and/or any other factor about the candidate's suitability. The preliminary set of questions below help to guide the meeting process. The Planning Commission should feel free to deviate from the suggested questions.

1. Why do you want to be on the Planning Commission?
2. Will you be able to devote sufficient time to your duties as Planning Commissioner?
3. Is there anything about you or your activities in the City that is likely to cause conflicts of interest in the future?

Deliberation Process: After the interviews, the Planning Commission may ask the members to voluntarily leave the Planning Commission chambers to have frank discussions. Despite such a request, the candidates are not obligated to exit. However, if they do, they will be invited back into the session prior to any decision.

Recommendation Process: After deliberation, the Chair may call for or make a motion **"to recommend the City Council appointment of _____ to serve on the Stevenson Planning Commission."** If a motion carries, the Chair can move on to the next agenda item. If the Planning Commission is unable to agree on a recommendation, it can request further recruitment, or it can recommend the City Council hold its own interview process.

Attachments

- Statements of interest