

TO: Kate Thunstrom, City Administrator
FROM: Colette Baumgardner, Community Development Director
SUBJECT: Planning Commission Appointments
DATE: December 18, 2023

OVERVIEW:

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. This group of individual's reviews land use and zoning applications. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three-year terms. Members are allowed to serve a maximum of two consecutive terms, unless there are no other applications. Generally, one third of the members are up at a time creating up to three open vacancies.

As of December 31, 2023, there will be one vacancy on the Planning Commission. Staff advertised the vacancy on the City website and in the City newsletter. After interviewing the applicant, staff recommends the following resident to be appointed to the Commission. They are a long-time resident of St. Francis and served on the Andover Planning Commission prior to moving to here.

Applicants to be considered:

- Marc McMullen

ACTION TO BE CONSIDERED:

Council is requested to appoint the individual to the Planning Commission for a term of January 1, 2024 to December 31, 2026.