

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Selection of Applicants to Interview for the Vacant Planning Commission Position and Confirmation of Process
DEPARTMENT:	Planning and Development Services
PRESENTED BY:	Tim Stewart, Planning Director Andrea Spencer, Planner III

PROBLEM/ISSUE STATEMENT:

As of September 17, 2004, one Planning Commission position has been vacant due to the resignation of a Commissioner. A Commissioner will need to be appointed by Council to finish the term of this position, and this term will expire on March 31, 2008.

The vacancy has been advertised, with the application period closing on October 18, 2004. Staff has sent a letter to all applicants from the recruitment that occurred earlier this year and indicated that they could also submit an application to be considered for this vacancy. The letter indicated that those individuals were not subject to the October 18 deadline. At the time of this report's production only three of the previous candidates had resubmitted. Copies of all applications were provided to the Council at the October 25th meeting. In a previous memo to Council staff indicated that there are six steps to take to complete appointment of this vacant position. The steps and dates staff suggests is as follows (note that we are currently at decision-making steps 2, 3, and 4):

Step 1: Council reviews the applications submitted (October 25 to October 31, 2004);

Step 2: Council determines which applicants to interview (November 1, 2004);

Step 3: Council determines if all Councilmembers OR a Subcommittee of the Council will conduct the interviews (November 1, 2004);

Step 4: Council confirms the interview questions (November 1, 2004). Please see **Attachment A** for a list of questions;



Step 5: Applicants are interviewed (November 2 to November 7, 2004); and

Step 6: Council appoints a Commissioner (November 8, 2004).

Given this schedule, the new Planning Commissioner would take office at the November 18, 2004 regular meeting of the Planning Commission.

RECOMMENDATION

Staff recommends that the Council choose the applicants that will be interviewed, choose the method of interview (by either subcommittee or full Council), and confirm the list of interview questions.

Approved By: City Manager  City Attorney 

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ATTACHMENT A

Potential Planning Commission Interview Questions

Potential Interview Questions for Planning Commission Candidates

1. Describe what you envision the role of the Planning Commission to be in relation to the role of the City Council?
2. Why are you interested in serving on the Planning Commission?
3. Please describe your background/experience that supports your application to serve on the Planning Commission?
4. The Planning Commission makes recommendations to City Council on issues that could potentially have an effect on all Shoreline neighborhoods. Would you be able to represent all neighborhoods equally? How would you handle an application for a land use action that is proposed in your neighborhood?
5. Serving on the Planning Commission is a group process that involves group deliberation and consensus building – Please describe your past experience with group decision making.
6. Have you had an opportunity to work with the City of Shoreline or another jurisdiction on planning related projects? (Examples: Development or review of the Comprehensive Land Use Plan or Development Code; serving on the Planning Academy; Participating on the Aurora Corridor Technical Advisory Committee) Please describe your involvement.

ATTACHMENT A

Potential Planning Commission Interview Questions

7. As stated in the call for applications, the Planning Commission should evenly represent environmental affairs, planning, land use, and residential and commercial development. What interests do you represent and what experience do you have in these areas?

8. Hypothetical: The public hearing is filled with people vehemently opposed to the Applicant's request to rezone their property from a medium density residential zone to a commercial zone. Every person in opposition to the project signs up to speak against the project. Besides the applicant, there is no one in attendance at the hearing in support of the rezone. However, the applicant's request is supported by the policies adopted in the City's Comprehensive Plan. How would you use the testimony at the Public Hearing in formulating your decision?

9. What else can you share with us that would help us with this tough decision on the selection of Planning Commissioners?