

MEMORANDUM

TO: Mayor and City Council

FROM: Eric Mongan, City Planner

SUBJECT: COUNCILOR SUBCOMMITTEE APPOINTMENT FOR PLANNING COMMISSION, HISTORIC PRESERVATION COMMISSION, AND URBAN FORESTRY COMMITTEE

DATE: November 22, 2023

Background:

December 31, 2023 the Planning Commission, Historic Preservation Commission, and Urban Forestry Committee have member positions that have reached the end of their three year terms. The following are the positions that need to be filled.

- Planning Commission has two positions that need to be filled. Each position is for three years starting January 1, 2023 expiring December 31, 2026.
- Historic Preservation Commission has three positions that need to be filled. All are due to term expirations, the appointments will be for three years starting January 1, 2023 and expiring December 31, 2026.
- Urban Forestry Commission has two positions that need to be filled. Each position is for three years starting January 1, 2023 expiring December 31, 2026.

The positions will be advertised in the Cottage Grove Sentinel on November 30th and December 14th, and on the City's website. The recruitment will close for applications on December 22, 2023.

The Council is being asked to appoint four interview subcommittees to interview applicants applying for the Planning Commission, Historic Preservation Commission, and Urban Forestry Committee. Staff will return to City Council with the interview subcommittees' recommendations on January 8, 2024.

Recommendation:


City Council appoint three subcommittees to interview applicants applying for the Planning Commission, Historic Preservation Commission, and Urban Forestry Committee.

Cost:

Advertising in the Cottage Grove Sentinel.



David Clyne, City Manager – Pro Tem



Eric Mongan, City Planner