



**TOWN OF FAIRFAX**  
**STAFF REPORT**  
**December 6, 2017**

**TO:** Mayor and Town Council  
**FROM:** Michele Gardner, Town Clerk <sup>GT</sup>  
**SUBJECT:** Receive report on filling vacancy on Planning Commission

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**RECOMMENDATION**

Receive report.

**DISCUSSION**

The Planning Commission currently has one vacancy, due to the resignation of Commissioner Bruce Ackerman. The adopted Council policy (attached) is for staff to establish a deadline for the applications, to encourage people to apply sooner and thus create a larger pool of applicants.

Staff has established a deadline of Monday, January 29, 2018, with a tentatively scheduled special meeting to conduct interviews in the hour preceding the Council's regular meeting on February 7, 2018. This timeframe gives applicants two chances to attend at least one Planning Commission meeting (December 14 and January 21) prior to submitting their applications. It also meets the February 7 agenda packet deadline.

**FISCAL IMPACT**

None

**ATTACHMENT**

Council Interview and Appointment Policy Adopted August 24, 2013

## Council Interview and Appointment Policy

Adopted August 24, 2013

### Town Boards, Committees, and Commissions

- Applicants interested in applying for any vacancies on Town Boards, Commissions, and Committees (TBCC), with the exception of the Planning Commission, are required to attend at least one meeting of the specific TBCC prior to being interviewed and appointed by the Town Council. Applicants should inform staff which meeting of the specific TBCC they are planning to attend. Applicants should bring their application/resume to the meeting, where they will be informally interviewed by the TBCC. The TBCC may provide input to the Town Council regarding applicants. Input is not a recommendation, but rather the strengths and weaknesses of an applicant as well as the areas of expertise the TBCC is looking for in a new member.
- Applications are due by 5:00pm Thursday of the week prior to the Council meeting in order to be interviewed at the Council meeting.
- If more than 3 applications are received for a TBCC vacancy, the respective TBCC should refer only the top three candidates to the Council for interviews. The Town will continue its policy of vacant TBCC seats being open until filled, with the exception of the Planning Commission.
- The Council at its discretion may fill vacancies with alternates already on the specific TBCC without interviewing new applicants.

### Artist-in-Residence

PARC will issue the RFP and interview applicants. If more than 3 applications are received, PARC would narrow the applicants down to the top 3 for interview and appointment by the Council. PARC will provide input to the Council regarding the strengths and weaknesses of the each applicant.

### Planning Commission

- For the Planning Commission, with its greater responsibility, staff will establish a deadline for the applications to encourage people to apply sooner and, thus, create a larger pool of applicants from which to select.
- Applicants would be encouraged to attend a Planning Commission (PC) meeting to observe the proceedings. However, the Planning Commission would not informally interview applicants.
- When applications for a vacancy are received, the Council may conduct an informal interview at a special meeting prior to the Council meeting and then make an appointment at the next Council meeting.