



MAYOR & COUNCIL COMMUNICATION

DATE: July 1, 2014

CONSENT

ITEM # 14

AGENDA ITEM: Planning Commission Appointments

SUBMITTED BY: Nick M. Johnson, City Planner

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Kyle Klatt, Community Development Director

SUGGESTED ORDER OF BUSINESS (if removed from the Consent Agenda):

- Introduction of ItemCommunity Development Director
- Report/Presentation.....Community Development Director
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECCOMENDER: Staff

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City has received notification from Commissioner Sara Yocum that she will be stepping down from the Planning Commission due to a significant amount of professional and family commitments. Per her request, staff is recommending that the City Council vacate her appointment to the Planning Commission. In addition, Commissioner Jay Morreale has been unable to attend Planning Commission meetings since December of 2013. Per the procedural requirements for the Planning Commission in the City Code (§32.029), the City Council may vacate an appointment if the member has three consecutive absences or if they are absent from more than 1/3 of the total meetings during a calendar year. Staff is recommending vacating Commissioner Morreale’s appointment so that a new member may be appointed who is more able to regularly attend the meetings. If the Council vacates the appointments of Commissioners Yocum and Morreale, there would be a vacancy of one Full Voting Member (Morreale’s term). As a result, staff is recommending that the City Council appoint Commissioner Jill Lundgren (1st Alternate) to Full Voting Member status to fill the remainder of Commissioner Morreale’s term.

Staff is recommending that the City Council vacate the appointments of Sara Yocum and Jay Morreale to the Planning Commission and appoint Jill Lundgren as a Full Voting Member of the Planning Commission as part of the Consent Agenda. If removed from the Consent Agenda, the recommended action can be approved through the following motion:

“Move to vacate the appointments of Sara Yocum and Jay Morreale to the Planning Commission. In addition, move to appoint Jill Lundgren as a Full Voting Member of the Planning Commission.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The Planning Commission consists of 7 full voting members and 2 alternates. At this time, the roster is full. However, Commissioner Yocum has notified the City that she intends to step down. In addition, Commissioner Morreale has been unable to attend Planning Commission meetings for some time. As the orientation, training and acclimation of a Planning Commissioner takes a significant amount of time, staff is recommending that the City work to appoint two new candidates as soon as possible. As the City encounters more and more land use application associated with upcoming growth and development, it is important to have a full roster of experienced Planning Commissioners to review the multitude of various requests that the city receives.

BACKGROUND INFORMATION (SWOT):

Strengths: Proceeding through the vacation of the two appointments will allow the City to recruit two new members. In addition, Commissioner Lundgren’s growth and experience as an alternate has made her a qualified candidate to become a Full Voting Member.

Weaknesses: None

Opportunities: Appointing two new members to the Planning Commission would allow them to start the orientation and training process as soon as possible.

Threats: None

RECOMMENDATION:

Based on the aforementioned, Staff is recommending that the City Council vacate the appointments of Sara Yocum and Jay Morreale to the Planning Commission and appoint Jill Lundgren as a Full Voting Member of the Planning Commission as part of the Consent Agenda. If removed from the Consent Agenda, the recommended action can be approved through the following motion:

“Move to vacate the appointments of Sara Yocum and Jay Morreale to the Planning Commission. In addition, move to appoint Jill Lundgren as a Full Voting Member of the Planning Commission.”

ATTACHMENTS:

1. Sara Yocum’s Letter of Resignation