



MAYOR & COUNCIL COMMUNICATION

DATE: January 13, 2015

REGULAR

ITEM # 17

AGENDA ITEM: Planning Commission Re-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 is recommending that the City Council re-appoint Todd Williams and Rolf Larson as a Full Voting Members of the Planning Commission, as their respective terms have expired at the end of 2014.

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City has received notification from Commissioner Todd Williams and Commissioner Rolf Larson that both members are interested in serving an additional three-year term on the Planning Commission. Under the City’s Ordinances, both members are eligible to serve an additional term.

Staff is recommending that the City Council re-appoint Todd Williams and Rolf Larson to 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 re-appoint Todd Williams and Rolf Larson to the Planning Commission to serve an additional three-year term.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The Planning Commission consists of 7 Full Voting Members and 2 Alternates Members. Full Voting Members fill established seats or terms on the Planning Commission. Each official term lasts a period of three years. It is also important to note that the terms are staggered to ensure that not all seats or terms expire within the same year. At this time, the roster consists of 6 Full Voting Members with the election of Jill Lundgren to the City Council. To fill the entire Planning Commission roster, the City would need one additional Full Voting Member and two Alternate Members.

Based upon the City's current procedures pertaining to the membership of the Planning Commission, two terms are now officially expired and require reappointment. These terms are filled by Todd Williams and Rolf Larson. Per the City's rules, each member of the Planning commission is eligible to serve two three-year terms. As it currently stands, reappointment of Commissioner Williams would be his second three-year term, while the reappointment of Commissioner Larson would be for his first three-year term, as he was previously finishing out a term for a vacated position. The charts in Attachments #3 and #4 should help describe the current and proposed status of the Planning Commission.

SWOT:

Strengths: Both members up for re-appointment are experienced commissioners who are knowledgeable about the role and procedures of the Planning Commission.

Weaknesses: None

Opportunities: Re-appointment of Todd Williams and Rolf Larson supports the membership of the Planning Commission with two experienced Commissioners, thereby helping to fulfill its role as the land use advisory body to the City Council

Threats: Failure to re-appoint these members would reduce the Planning Commission roster to 4 members, which is the base number for a quorum of the Planning Commission.

RECOMMENDATION:

Based on the aforementioned, Staff is recommending that the City Council re-appoint Todd Williams and Rolf Larson to 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 re-appoint Todd Williams and Rolf Larson to the Planning Commission to serve an additional three-year term.”

ATTACHMENTS:

1. Todd Williams Email to Serve Additional Term
2. Rolf Larson Email to Serve Additional Term
3. Planning Commission Status – 2014
4. Planning Commission Status – Proposed for 2015