



## STAFF REPORT

DATE: March 7, 2017  
**REGULAR**  
ITEM #: 15

**AGENDA ITEM:** Planning Commission Membership

**SUBMITTED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

The Planning Commission is established to meet the requirements of state statute; to develop and enforce the Comprehensive Plan and amendments to the plan, subject to Council approval and the requirements of the Municipal Planning Act; and to review and make recommendations on subdivisions, zoning applications, planned unit developments, and site and building plans as provided by ordinance. No expenditures by the Commission shall be made unless and until authorized for the purpose by the Council. The Planning Commission shall consist of 7 voting members and 2 non-voting alternate members. The voting members shall be appointed for a 3-year term so that only 1/3 of the appointments will expire on December 31 of each year.

Any member or alternate member may be removed by a 4/5 vote of the Council, for cause. Cause shall include but not be limited to having more than 3 consecutive absences or being absent from more than 1/3 of the meetings in any 1 calendar year. The Council may consider exceptional circumstances when applying this rule.

Commissioner Haggard submitted her resignation on Wednesday, March 1<sup>st</sup>.

### **ISSUE BEFORE COUNCIL:**

Should Commissioner Fields be removed from the Commission? If so, who should be appointed?

### **PROPOSAL:**

Commissioner Fields has missed 4 consecutive meetings this year. In 2016, the Planning Commission met 20 times. Commissioner Fields was present at 12 meetings. Commissioner Fields met both of the criteria mentioned in ordinance of missing at least 1/3 of the meetings in any calendar year and more than 3 consecutive meetings. The Council may consider this cause for removal.

Due to the resignation from Commissioner Haggard, Commissioner Hartley will move up to 1<sup>st</sup> alternate leaving a vacancy in the 2<sup>nd</sup> alternate position. If Commissioner Fields is removed, Commissioner Hartley would be moved to a voting member from 1<sup>st</sup> alternate and two new alternates could be appointed.

As discussed at previous meetings, Terry Emerson has submitted an application for appointment to the Planning Commission. Tucker Pearce has also submitted an application. Applications were emailed to Council for their review prior to the meeting.

### **OPTIONS:**

First question is on removal:

- 1) Remove Commissioner Fields
- 2) Do not remove Commissioner Fields

Second question is on appointment of replacement(s):

- 1) Appoint Terry Emerson as 1<sup>st</sup> alternate and Tucker Pearce as 2<sup>nd</sup> alternate (if Fields is removed)
- 2) Appoint one of the two applicants as 2<sup>nd</sup> alternate
- 3) Advertise for a period of time for more applicants
- 4) Set a date to interview applicants

**RECOMMENDATION:**

On the first question:

**“Motion to remove Commissioner Fields due to the lack of required attendance at Planning Commission meetings.”**

On the second question:

**“Motion to appoint Terry Emerson as 1<sup>st</sup> alternate and Tucker Pearce as 2<sup>nd</sup> alternate.”**

**Or**

**“Motion to appoint Terry Emerson as 2<sup>nd</sup> alternate.”** (If Fields is not removed)

**ATTACHMENTS:**

None