



MAYOR & COUNCIL COMMUNICATION

DATE: 1/3/2012

REGULAR

ITEM #: J13

MOTION

AGENDA ITEM: Planning Commission: Appointments

SUBMITTED BY: Nick Johnson, Interim City Planner

REVIEWED BY: Kyle Klatt, Planning Director
Carole Luczak, Interim City Clerk

SUMMARY AND ACTION REQUESTED: Pursuant to City Council Direction, the City Council is respectfully requested to consider appointing Members to the Planning Commission and, in doing so, balancing expiration of terms and reappointments, as per City Code § 32.027. The recommended motion to undertake this action is:

SUGGESTED MOTION: *“Move to re-appoint Todd Williams to a 3-year term as a Voting Member on the Lake Elmo Planning Commission; and*

- To re-appoint Julie Fliflet to an additional 3-year term as a Voting Member on the Lake Elmo Planning Commission”*

BACKGROUND INFORMATION & STAFF REPORT: The City Council is respectfully requested to approve the re-appointment of Commissioner Todd Williams to the Lake Elmo Planning Commission. Due to the fact that Commissioner Williams filled a previously vacated appointment, he remains eligible for two consecutive terms as a Voting Member.

In addition, the City Council is requested to consider the re-appointment of Commissioner Julie Fliflet as a Voting Member of the Lake Elmo Planning Commission. At the end of 2011, Commissioner Fliflet finished her 2nd consecutive term and would not be able to serve a 3rd consecutive term without the approval of the City Council. Since the completion of her 2nd term, she has expressed an interest to remain on the Planning Commission to fulfill an additional term. The reasons detailing this request are attached in a letter from Commissioner Fliflet to the members of the City Council.

Pursuant to Council direction, clarification regarding the status of Chairman Robert Van Zandt's term on the Planning Commission is necessary due to some confusion about the completion of his term. At the January 25th, 2011 City Council meeting, Robert Van Zandt was granted an

adjusted 2-year term to the Planning Commission in order to preserve Commission continuity and reduce overall Commission turnover. Under City Ordinance, the City Council has authority to make such appointment, upon due consideration of the overall applicant pool. Therefore, Chairman Van Zandt's current term runs through the end of 2012.

As such, if action is undertaken tonight, as directed, the following would be the composition of the Planning Commission:

Name	Term Expires	Notes
Julie Fliflet	12/31/2014 - <i>if reappointed</i>	3rd consecutive term
Todd Williams	12/31/2014 - <i>if reappointed</i>	1st full term
Jennifer Pelletier	12/31/2012	1st term
Robert Van Zandt	12/31/2012	adjusted 2-year term
Joan Ziertman	12/31/2012	1st term
Thomas Bidon	12/31/2013	1st term
Greg Hall	12/31/2012	2nd consecutive term
Nadine Obermueller		1st alternate
Kathy Haggard		2nd alternate

RECOMMENDATION: The City Council is respectfully requested to affirmatively consider appointing the identified individuals to the Planning Commission. In doing so, the City Council will also be acting to further balance expiration of terms and reappointments, as per City Code § 32.027. The recommended motion to undertake this action is:

“Move to re-appoint Todd Williams to a 3-year term as a Voting Member on the Lake Elmo Planning Commission; and

- Upon consideration of the applicant pool and pursuant to City Ordinance, to re-appoint Julie Fliflet to an additional 3-year term as a Voting Member on the Lake Elmo Planning Commission”***

Alternatively, the City Council does have the authority to modify or change the recommended appointments. If any changes are undertaken, the proposed motion would be as follows:

“Move to Appoint Members to the Planning Commission, as discussed and agreed to at tonight's meeting.”

ATTACHMENTS:

1. Letter from Commissioner Todd Williams expressing his interest for re-appointment
2. Letter from Commissioner Julie Fliflet detailing her request for re-appointment

3. Lake Elmo City Code § 32-027

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....Interim City Planner
- Questions from Council to Staff Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates