

## **BOARDS AND COMMISSIONS APPOINTMENT PROCEDURES**

### **SECTION 1. PROCEDURES**

The following procedures relate to the appointment process for the Planning and Zoning Commission and the Board of Zoning Adjustment.

A. The City Council shall have the power and authority to appoint members to the Planning and Zoning Commission and the Board of Zoning Adjustment. Each appointment to the Commission and Board belongs to a specific Council Member. The staff will notify and coordinate with the Council Member regarding his or her appointment.

B. Terms: A member of the Commission and/or Board must be appointed by a majority of the City Council for a term of two years and removable for cause by the City Council. Members may not be appointed to serve more than three consecutive terms.

C. Appointments: Appointments will occur during the December City Council meeting to be effective January 1st. In each odd-numbered year four (4) members shall be appointed by the Council Members elected that year and in each even-numbered year three (3) members shall be appointed by the Council Members elected that year. If a vacancy occurs, a replacement shall be appointed to serve for the remainder of the current term.

D. Qualifications: To be eligible for appointment to the Commission or Board, a person must have been a resident of Addison for the past consecutive 12 months. While not required, successful completion of Citizens Academy is strongly preferred.

E. Application Process:

1. In September of each year, the staff liaison to the Commission or Board will coordinate with each current member whose term is ending to determine their interest in continuing to serve for an additional term, if eligible.
2. By October 1st, staff will publish and advertise the application form for service to the Commission or Board.
3. Those interested in serving on the Commission or Board, who are not currently a member of the body, must submit an application by November 1st to the City Secretary.
4. The City Secretary will provide the applications to the City Council for review.
5. The City Council will appoint a member to the Commission or Board from the submitted applications.
6. The Council Member, whose appointment is approaching, shall indicate to staff who they intend to nominate at least two weeks prior to the December meeting. Staff will then compile the proposed nominations and inform the Mayor and Council for action at the December meeting.

## **Transition Schedule: Planning and Zoning Commission**

### **Appointments in December 2015:**

#### **Stacey Griggs**

Current Term Expires: 06/09/2017  
New Term: 01/01/16 - 12/31/17  
Appointment by Arfsten

#### **John Oliver**

Current Term Expires: 10/13/2015 (Final)  
Interim Term: 10/14/2015 - 12/31/15  
New Term: 01/01/16 - 12/31/17  
Appointment by Hughes

#### **Debra Morgan**

Current Term Expires: 03/10/2017  
New Term: 01/01/16 - 12/31/17  
Appointment by Meier

#### **Jim Robinson**

Current Term Expires: 09/23/2016  
New Term: 01/01/16 - 12/31/17  
Appointment by Wilcox

### **Appointments in December 2016:**

#### **Skip Robbins**

Current Term Expires: 01/27/2017  
New Term: 01/01/17 - 12/31/18  
Appointment by Carpenter

#### **Jason Ennis**

Current Term Expires: 03/24/2017  
New Term: 01/01/17 - 12/31/18  
Appointment by Heape

#### **Randy Smith**

Current Term Expires: 03/16/2016  
Interim Term: 03/16/2016 - 12/31/16  
New Term: 01/01/17 - 12/31/18  
Appointment by Moore

**Transition Schedule: Board of Zoning Adjustment**

**Appointments in December 2015:**

**Lynn Stofer**

Current Term Expires: 04/23/2016  
New Term: 01/01/16 - 12/31/17  
Appointment by Arfsten

**Reggie Carney**

Current Term Expires: 01/13/2017  
New Term: 01/01/16 - 12/31/17  
Appointment by Hughes

**Jeff King**

Current Term Expires: 03/24/2017  
New Term: 01/01/16 - 12/31/17  
Appointment by Meier

**Burk Burkhalter**

Current Term Expires: 03/27/2016  
New Term: 01/01/16 - 12/31/17  
Appointment by Wilcox

**Appointments in December 2016:**

**Juli Branson**

Current Term Expires: 02/10/2017  
New Term: 01/01/17 - 12/31/18  
Appointment by Carpenter

**Jan Haas**

Current Term Expires: 12/09/2016  
New Term: 01/01/17 - 12/31/18  
Appointment by Heape

**Troy Cooper**

Current Term Expires: 05/28/2017  
New Term: 01/01/17 - 12/31/18  
Appointment by Moore