



March 11, 2016

STAFF REPORT

RE: Case 1730-Z/Town of Addison

REQUEST: Approval of an ordinance amending various sections of the Code of Ordinances in order to adjust terms for the Planning and Zoning Commission and Board of Adjustment

DISCUSSION:

Background: In the past, the Town has not had a formal process or schedule for making appointments to various Boards and Commissions, most notably, for the Planning and Zoning Commission and the Board of Adjustment. Appointments to these two bodies were made sporadically through the year as terms expired or members resigned. This increases the time spent at a staff level tracking what terms are coming due for appointment or reappointment, notifying the Council, scheduling an item for the agenda, and then orienting new members of the Board and Commission individually.

Most cities have adopted a formal procedure for making appointments to their Boards and Commissions involving an application process with synchronized terms so that all appointments for the year are made on the same date.

The City Council recently adopted a similar process for Addison. Under the new process, all appointments will be made at the December Council Meeting. Terms would run from January 1st to December 31st of the following year. Prior to the December meeting, staff will gather applications from those desiring appointment to various boards and commissions and make them available to Council for their consideration. If a vacancy occurs during a term, a replacement would be appointed to serve for the remainder of that term.

Current Request: In order to transition to this new process, the terms of the current members of both the Planning and Zoning Commission and the Board of Adjustment must be adjusted accordingly.

Planning and Zoning Commission

Place	Appointment	Term #	Term Ending Date
Place 1	Marshall (Skip) Robbins	1	12-31-2016
Place 2	Jason Ennis	1	12-31-2016
Place 3	Randy Smith	1	12-31-2016
Place 4	Jim Robinson	1	12-31-2017
Place 5	Stacey Griggs	1	12-31-2017
Place 6	Debra Morgan	1	12-31-2017
Place 7	Tom Schaeffer	1	12-31-2017

Following the expiration of the initial term listed above, places 1-3 will be appointed in even numbered years and places 4-7 will be appointed in odd numbered years. This aligns with the Council level where three members are elected in even years and four members are elected in odd years. Currently, Council Members nominate individuals for consideration by the full Council. Under this process, the places have been aligned so that the Council Members elected in May would be able to make their nomination in December of the same year.

Board of Adjustment

The Board Adjustment consists of five regular members. According to the current code, four alternate members are also to be appointed. In practice, just seven people have been appointed to the Board of Adjustment. Similar to the Planning and Zoning Commission, a Council Member nominates someone for consideration by the full Council for appointment to the Board. When a meeting is necessary and staff calls a meeting, the first five members to respond are seated as the regular members for that meeting.

Staff would like to use this opportunity to bring the current code in line with this practice. To do so, the number of appointments would be reduced from nine to seven. The Board would remain at five members, with just two alternates, instead of four. Additionally, staff is proposing to add language to the ordinance to codify the practice of seating the first five members to respond to a call of a meeting as the regular members.

Place	Appointment	Term #	Term Ending Date
Place 1	Juli Branson	1	12-31-2016
Place 2	Jan Haas	1	12-31-2016
Place 3	Troy Cooper	2	12-31-2016
Place 4	Burk Burkhalter	3	12-31-2017
Place 5	Lynn Stofer	1	12-31-2017
Place 6	Jeff King	1	12-31-2017
Place 7	Reggie Carney	1	12-31-2017

As with the Planning and Zoning Commission, following the expiration of the initial term listed above, places 1-3 will be appointed in even numbered years and places 4-7 will be appointed in odd numbered years.

RECOMMENDATION: APPROVAL

The proposed changes will bring the current terms into alignment with the recently adopted Council processes regarding Board and Commission appointments and establish a foundation for scheduling future appointments to these bodies. Additionally, the changes to the Code regarding the Board of Adjustment bring the statute in line with historical practice.



Case 1730-Z/Town of Addison
March 15, 2016

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on March 15, 2016, voted to recommend approval of an ordinance amending various sections of the Code of Ordinances in order to revise the terms for existing and future members of the Planning and Zoning Commission and Board of Adjustment in order to align terms in accordance with recently adopted City Council policy regarding the Boards and Commissions appointment process.

Voting Aye: Griggs, Ennis, Morgan, Robbins, Robinson, Schaeffer, Smith
Voting Nay: none
Absent: none

SPEAKERS AT THE PUBLIC HEARING:

For: none
On: none
Against: none