

MEMORANDUM



TO: Members of the Planning Commission
FROM: ^{Beth} Barbara McBeth, AICP, Community Development
SUBJECT: Planning Commission / ZBA joint member
DATE: May 20, 2010

Changes to the Zoning Enabling Act a couple of years ago required local communities to have one citizen serve in dual capacity on the Planning Commission and the Zoning Board of Appeals. The Act was subsequently modified to allow that appointment to be at the discretion of the local community. Over the past couple of years the City Council has appointed a Planning Commission member to serve in this capacity, after being provided a recommendation from the Commission regarding which member would volunteer to serve.

For the 2009-2010 fiscal year, Member Cassis has served in this capacity. The one-year term is set to expire June 30th. The Planning Commission is asked to vote to recommend one member to serve in the upcoming year. Staff will forward that recommendation to the City Council for consideration of appointment prior to the term expiring at the end of June.

While staff notes that serving on two boards is a big commitment for a citizen volunteer, members of both boards had previously indicated that this person has provided a good "interface" between the boards and helped facilitate an understanding of issues of importance to both boards. We note that there were a few instances where the joint member was required to abstain from voting on issues before the ZBA that had previously been before the Planning Commission. This inherent conflict was recognized in the recent changes to the Act, which now requires abstention from voting by the member under certain circumstances. Staff will continue to monitor whether a quorum of members will be present at the ZBA meetings for issues where the joint member must abstain from voting.

C Charles Boulard, Community Development Director
Cortney Brennan, Deputy City Clerk
Tom Schultz, City Attorney

2009-10 Planning Commission Committees

Member	Adminis- trative Liaison		Budget & Planning Studies		Capital Improve- ment		Communi- cation & Community Liaison		Environ- mental		Implemen- tation		Main Street		Master Plan & Zoning		Rules		Zoning Board of Appeals	
	2009-10		2009-10		2009-10		2009-10		2009-10		2009-10		2009-10		2009-10		2009-10		2009-10	
Baratta			X						X											
Cassis											X				X				X	
Greco	X		X						X				X		A		X			
Gutman	X		X		X										X					
Larson													X				X			
Lynch					X				X						X					
Meyer							X				X				X					
Pehrson	X		X		A		X				X									
Prince							X				X						X			
	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant
Committee Size	3	0	4	0	2	0	3	0	3	0	4	0	2	0	4	0	3	0	1	0
Liaison	McBeth		McBeth		McBeth		Kapelanski		Spencer		Kapelanski		Pearson		Spencer		Kapelanski		Martin	

KEY:

X = Member; A = Alternate

Required: Committee size based on Planning Commission Rules

Vacant: Number of vacancies