

Mapleton City Planning Commission Staff Report

Meeting Date: Aug 8, 2013

Item: 4

Applicant: Mapleton City

Location: N/A

Prepared by: Sean Conroy, Community Development Director

Public Hearing Item: Yes

Zone: N/A

REQUEST

Consideration of recommendations to the City Council on amendments to Mapleton City Code Chapter 16.03 regarding the composition and terms of members of the Planning Commission.

BACKGROUND AND PROJECT DESCRIPTION

Utah Municipal Code Section 10-9a-301 requires each municipality to appoint a planning commission. However, the state code leaves it up to each jurisdiction to determine the appropriate number of planning commissioners and their terms of service. Mapleton City Code (MCC) 16.03 indicates that the Mapleton City planning commission shall consist of seven (7) regular members and up to two (2) alternates. The code indicates that the term of each commissioner shall be three (3) years. More than one term is currently not authorized by the code. At least four commissioners are required to establish a voting quorum.

The proposed ordinance would make the following amendments to MCC Chapter 16.03:

- Reduce the number of regular members from seven (7) to five (5);
- Allow for up to two (2) consecutive three (3) year terms; and
- A voting quorum would require three (3) commissioners rather than four (4).

EVALUATION

Staff is recommending the proposed amendments for the following reasons:

- Staff would like to allow opportunities for commissioners to attend professional training. Having fewer members would make it easier for staff to secure funding to do so.
- It is often difficult to find qualified individuals that are willing to serve on city boards and commissions. Having fewer members would make it easier to staff the commission long term.
- Having fewer members would reduce the administrative burden on staff.
- Extending the term limits would allow those that have served diligently and still have a desire to serve to remain on the commission for a longer period of time.

STAFF RECCOMENDATION

Recommend that the City Council adopt the attached ordinance.

ATTACHMENTS

1. Draft Ordinance Amendments.

Attachment "1"

(changes shown in ~~strikeout~~ and underline. Only those sections being amended have been included below)

Chapter 16.03 PLANNING COMMISSION

16.03.010: ESTABLISHMENT; COMPOSITION; APPOINTMENT OF MEMBERS:

Pursuant to authority granted in title 10-9-19 Utah Code Annotated 1953, as amended, the city council hereby creates a planning commission within and for the city to be known as the Mapleton City planning commission. The planning commission shall consist of five (5) ~~seven (7)~~ regular members, ~~an ex officio member~~, and up to two (2) alternate members. The ex officio member shall be the member of the city council over planning and development. The regular and alternate members shall be appointed by the mayor with the advice and consent of the city council, from among the qualified electors of the city. The members shall be selected without respect to political affiliations and shall serve without compensation except for reasonable expenses. (Ord. 00-13)

16.03.020: TERMS OF OFFICE OF MEMBERS; FILLING VACANCIES; REMOVAL OF MEMBERS:

~~The term of office of the city council representative shall be as determined by action of the council.~~

The terms of the appointive members shall be for three (3) years. Members may be reappointed for a second term, but shall not exceed two consecutive (2) terms. and until their successors have been appointed, provided, that the terms of the members first appointed shall be arranged such that the term of two (2) members shall expire each year. Appointments made thereafter will be made for a full three (3) year term. When possible, the terms should be staggered so that the term of no more than two (members) shall expire each year.

The terms of the alternate members shall be for a period of one year and until their successors have been appointed. Alternate members shall be designated as first and second alternate, in accordance with their respective time of appointment.

Vacancies occurring otherwise than through the expiration of terms shall be filled for the remainder of the unexpired term.

Members may be removed after a public hearing by a majority vote of the city council. (Ord. 00-13)

16.03.040: QUORUM DEFINED; MINIMUM VOTE REQUIRED; ALTERNATE MEMBERS TO ACT:

A minimum of three (3) ~~four (4)~~ full and/or alternate members in attendance at the meeting is required to constitute a quorum. The chairman will be a voting member. The minimum number of "yes" votes necessary to carry an action of the commission shall be a majority of the members of the quorum in attendance, but shall never be less than three (3).

Alternate members shall be designated to sit as voting members of the commission at any time one or more regular members are absent from the meeting. The designation of the alternate member to voting status shall be made by the chairman at the commencement of the meeting in accordance with the seniority of the alternate members in attendance at the time, and any alternate so designated shall serve as a voting members until the conclusion of the meeting. If during the course of a meeting the number of voting members and alternate members designated to voting status in attendance exceeds five (5) ~~seven (7)~~ the membership of the commission shall, until the conclusion of the meeting, be expanded to the number of voting members and designated alternate members in attendance. (Ord. 00-13)