



MEMORANDUM

TO: Members of the Planning Commission

FROM: ^{Baugh} Barbara McBeth, AICP, Deputy Director of
Community Development

DATE: October 16, 2007

SUBJECT: Alternate member: Master Plan and Zoning Committee

There are currently four members on the Master Plan and Zoning Committee, as shown on the attached 2007-2008 Planning Commission Committees Matrix. The Master Plan and Zoning Committee has been meeting with increased frequency over the last few months, with the review of the 2004 Master Plan currently underway, along with ongoing review of rezoning requests.

We appreciate the dedication of the members of this committee, and have found only a few instances when it was difficult to schedule a meeting, or to have full attendance at a meeting. However, to insure that we are working with as many members as possible, especially over the next few months as the Master Plan recommendations come forward, the Community Development Department respectfully requests that an alternate member be designated to the Master Plan and Zoning Committee for those instances when all four of the members cannot attend a meeting. It would be expected that the alternate would only be called upon to attend a meeting occasionally, and as needed, due to another member's absence.

In the past, the Master Plan and Zoning Committee has had an alternate member designated. The Planning Commission may wish to set aside Rule 2.4 (c) 3 which indicates that there will be four members of the Master Plan and Zoning Committee (no alternate designated).

Thank you for your consideration of this request.

2007-08 Planning Commission Committees Selection Matrix

Member	Administrative Liaison		Zoning Board of Appeals		Planning Studies & Budget		CIP		Environmental		Communication & Community Liaison		Implementation		Master Plan & Zoning		Rules		Main Street	
	2007-08	2008-09	2007-08	2008-09	2007-08	2008-09	2007-08	2008-09	2007-08	2008-09	2007-08	2008-09	2007-08	2008-09	2007-08	2008-09	2007-08	2008-09	2007-08	2008-09
Avdoulos											X				X			X		
Burke			X						X					X				X		
Cassis	X														X					
Gutman			X				X						X						X	
Lynch							X								X					
Meyer	X				X				X			X								
Pehrson	X				X				X				X							
Wrobel			X								X				X				X	
Vacant																				
	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant
Committee Size	3	0	1	0	4	0	2	0	3	0	3	0	4	0	4	0	3	0	2	0
Liaison	McBeth	McBeth	Working	Working	McBeth	McBeth	McBeth	McBeth	Spencer	Spencer	Kapelanski	Kapelanski	Kapelanski	Kapelanski	Spencer	Kapelanski	Kapelanski	Pearson	Pearson	Pearson



KEY:
 X = Member; A = Alternate
 Required: Committee size based on Planning Commission Rules
 Vacant: Number of vacancies

2007-08 Planning Commission Committees

Administrative Liaison (3 members –PC Officers)

Members: Cassis, Pehrson, Meyer

Meeting Date: Determined Upon Request or as Needed Basis

Staff Support: Barbara McBeth

Function: Reviews procedures for requests/work assignments for staff and consultants from Planning Commission.

Planning Studies and Budget (4 members)

Members: Burke, Gutman, Meyer, Pehrson

Meeting Date: Winter, on as needed basis

Staff Support: Barbara McBeth

Functions: Reviews the proposed Planning Commission budget and makes recommendation to the Planning Commission.

Environmental Committee (3 members)

Members: Burke, Meyer, Pehrson

Meeting Date: Determined Upon Request or as Needed Basis

Staff Support: Mark Spencer

Functions: Reviews environmental issues such as soil erosion, storm water and flood control, and wetland and woodland ordinances.

Communication and Community Liaison (3 members)

Members: Members Avdoulos, Meyer, Wrobel

Meeting Date: Determined Upon Request or as Needed Basis

Staff Support: Kristen Kapelanski

Function: Provide information to public and organizations concerning planning, zoning, demographics, and general public information such as environmental questions, property data, public improvements and development activity. Expand communications with business community and maintain communications with CC, commissions, boards, and city administration.

Implementation (4 members)

Members: Burke, Gutman, Meyer, Pehrson

Meeting Date: Typically week between Planning Commission meetings.

Staff Support: Kristen Kapelanski

Function: Reviews proposed zoning text amendments and ordinance amendments. Identifies areas of the zoning ordinance that need to be amended or updated.



Master Plan and Zoning Committee (4 members, with 3 members having one year or more of Commission service)

Members: Avdoulos, Cassis, Lynch, Wrobel

Meeting Date: Once a month

Staff Support: Mark Spencer

Function: Reviews proposed rezoning and Master Plan amendments requests. Updates Master Plan.



Rules (3 members - One year on Commission)

Members: Avdoulos, Burke, Lynch

Meeting Date: Determined Upon Request or as Needed Basis

Staff Support: Kristen Kapelanski

Functions: Reviews rules, regulations, procedures and bylaws for Planning Commission.

Main Street Committee (2 members)

Members: Gutman, Wrobel

Meeting Date: Determined Upon Request or as Needed Basis

Staff Support: Clay Pearson

Functions: Citizen advisory committee to the Downtown Main Street Development.

Capital Improvement Program Committee (2 PC Members and 2 CC Members)

Members: Gutman, Lynch

Meeting Date: Winter

Staff Support: Barbara McBeth and Kathy Smith-Roy

Functions: Provide a schedule to the Planning Commission of major purchases and improvements to public infrastructure, roads, and buildings during a three to five year time period.

- 6) Be replaced, should a vacancy occur, by the election of a successor at the earliest practical time.

2.4 The Planning Commission Members:

- (a) Members shall not speak until recognized by the Chairperson.
- (b) Generally, members shall serve on at least two of the Planning Commission committees (or other committees requiring Planning Commission representation as they may be established) for a term of one year or until the next committee appointments are made. Appointment shall be by nomination and vote by Planning Commission members present. Appointment to committee membership shall occur at the next regularly scheduled meeting after the annual election of officers.
- (c) Members shall submit to the Planning Commission a statement of interest in serving on particular committees, on a form prepared by the Planning Department. Members shall be eligible for reappointment to any committee provided the minimum requirements are met. Previous, non-consecutive service on the Planning Commission shall be considered when determining length of service.

Planning Commission Committees:

- 1) Administrative Liaison (Membership shall be the Chairperson, Vice Chairperson, and Secretary of the Planning Commission)
- 2) Implementation (4 members)
- * 3) Master Plan and Zoning (4 members, a minimum of 3 members shall have served on the Planning Commission for at least eleven (11) months before appointment, when possible)
- 4) Planning Studies & Budget (4 members)
- 5) Rules (3 members, members must be on the Planning Commission for at least eleven (11) months before appointment, when possible)
- 6) Communications & Community Liaison (3 members)
- 7) Environmental (3 members)
- 8) Planning Commission Capital Improvements Program (3 members)

City Committees:

- 1) Main Street (2 members)
 - 2) City Capital Improvements Program (2 members and 1 alternate)
- (d) Member(s) may be appointed to City or other committees, or act as liaisons to organizations, on an as needed basis.