

City Council Agenda Memo

From: Mike Struck, Community Development Director

Council Meeting: January 10, 2023 / January 24, 2023

Subject: Ordinance 23-001: Ordinance Amendment – Planning Commission Terms and Organization

Presenter: Mike Struck, Community Development Director

Summary:

An ordinance amending the length of terms of Planning Commission members to three (3) years and changing the secretary of the Planning Commission to the Community Development Director or designee.

Background:

The terms of the Planning Commission are currently set as five (5) year terms per ordinance. Over the years, it has become more difficult to find volunteers to serve on the Planning Commission. Recent discussions with current and expiring Planning Commission members has identified the five (5) year term length as one of the factors in considering re-appointment to the Planning Commission.

The second part of the ordinance amendment is to clean up language in the Organization section of Chapter 66 pertaining to the organization of the Planning Commission. Section 66-9 references the planning, zoning and housing administrator shall act as secretary of the Planning Commission. The planning, zoning and housing administrator is no longer a position recognized within the City of Brookings organizational structure.

Item Details:

The proposed ordinance would shorten the length of terms of the Planning Commission from five (5) years to three (3) years. This proposed change would align with many of the terms of other volunteer boards in the City of Brookings.

The second part of the ordinance amendment is clerical to recognize updates within the organization and referencing the secretary of the Planning Commission as the Community Development Director or designee.

Legal Consideration:

The City Attorney drafted the ordinance amendment.

Strategic Plan Consideration:

The proposed ordinance amendment is consistent with City Council Strategic Plan Area of Service and Innovation Excellence by continually evaluating and updating policies to reflect the changing needs of our community. Reducing the length of terms for Planning Commission members may expand the pool of volunteers which provide an important service to the community.

Financial Consideration:

None.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

Staff recommends approval of the ordinance as presented.

Supporting Documentation:

Ordinance - clean

Ordinance - marked

Notice