



Source: Community Development - Planning ^{TT}

Agenda Item No: REP 108-13

To: City Council
From: City Manager and Staff ^{NW}

Council Meeting Date: Jul 15, 2013

Re: Planning and Zoning Commission - member attendance (Case # 13-131)

EXECUTIVE SUMMARY:

A request by the Planning and Zoning Commission to proceed forward with the preparation of a revision to Section 20-38 of the City Code pertaining to Planning and Zoning Commission member attendance requirements. **(Case # 13-131)**

DISCUSSION:

Due to quorum issues, the Planning Commission is seeking to have Section 20-38 of the City Code amended. The proposed revision (attached) would remove language referring to Commissioners not being absent from more than 25% of the regular Commission meetings and replacing it with a specific number of meetings, excused or unexcused. This change makes excused and unexcused absences count equally as it relates to a Commissioners overall service.

The revision also proposes to provide the Chairman, Vice-Chairman, and Secretary, following a conference, the option to dismiss a Commissioner who has been absent, excused or unexcused, for six (6) meetings in a calendar year. The purpose for this option is to reduce the unnecessary dismissal and loss of institutional knowledge of Commissioners who may have extenuating circumstances resulting in the excessive absences. The existing provision stating that Commissioners who are unexcused from 3 meetings shall automatically forfeit their office remains. The requirement that those unexcused absences be "consecutive"; however, has been removed.

The proposed revision to Section 20-38 would be prepared in combination with a revision to the Planning and Zoning Commission's Rules of Procedure. The amendment that is being proposed for the Commission's Rules of Procedure deals with the Chairman keeping or having the ability to have kept a record of all Commissioner absences, excused and unexcused. Such record would assist in rendering decisions on compliance with the attendance policies of both Section 20-38 and those specified in the Commission's Rules of Procedure.

FISCAL IMPACT:

None

VISION IMPACT:

<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

None

SUGGESTED COUNCIL ACTIONS:

Authorize the Planning and Zoning Commission to proceed forward in preparing a text change to Section 20-38 of the City Code.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$0.00	New Program/ Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated	\$0.00	Duplicates/Expands an existing program?	No	Vision Implementation impact	
Amount of budget amendment needed	\$0.00	Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	No
One Time	\$0.00	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #	N/A
Operating/ Ongoing	\$0.00	Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #	N/A
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	N/A

Revision to Section 6 of the PZC Rules of Procedure (July 5, 2013)

SECTION 6. DUTIES OF THE CHAIRPERSON

The Chairperson shall preside at all meetings in which he or she is in attendance, shall preserve order and decorum and decide all questions of order subject to an appeal to the Commission.

At the hour designated for Commission meetings, the Chairperson shall call the Commission to order, and after roll call, if a quorum be present, he or she shall present the minutes of the last meeting for correction and approval.

The agenda, which has been prepared by the Chairperson, or caused to have been prepared by him, shall then be followed as to the order of business unless changes in the order of business are made by a majority of the Commissioners present.

The Chairperson shall conduct all meetings expeditiously and may, if the situation warrants, set reasonable time limits at public hearings. The Chairperson may introduce motions on his or her own.

The Chairperson shall keep a record or cause a record to be kept of each Commissioners attendance and the record shall include a log of each excused/unexcused absence.

Revision to Section 20-38 of the Code of Ordinances pertaining the Planning and Zoning Commission

Sec. 20 -38

The chair of the commission is authorized to excuse any member from attendance at a commission meeting: provided, that the member requested to be excused before the meeting. ~~Any member who is absent, without being excused, from twenty-five (25) percent of the regular commission meetings held in a calendar year shall automatically forfeit the office.~~ Any member who is absent, without being excused, from three (3) ~~consecutive~~ regular meetings in a calendar year shall automatically forfeit the office. Furthermore, members shall not be absent, excused or unexcused, for more than six (6) regular meetings in a calendar year. If a Commissioner has six (6) excused absences within a calendar year the Chairman, Vice-Chairman, and Secretary shall confer to determine if such Commissioner shall forfeit their office. Such conference shall determine if extenuating circumstances existed to justify such absences. It shall be the duty of the chair to promptly notify the council of the vacancy.