

Special Town Council Meeting

March 6, 2023

2:00PM

Town Council Chambers

Chair: Mayor Morton Levinson

NOTICE: THIS MEETING IS OPEN TO THE PUBLIC BUT WILL NOT BE LIVESTREAMED VIA ZOOM OR SWAGIT. A RECORDING WILL BE AVAILABLE AFTER THE MEETING UPON REQUEST. **PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING.**

I. CALL TO ORDER AND ROLL CALL

II. INTERVIEWS

A. Planning Commission Interviews

III. EXECUTIVE SESSION

Recess or Adjourn to executive session to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(ii).

IV. ADJOURN

Please note that at any point during the meeting, the Chairman or Mayor may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

STAFF REPORT



Meeting Date:	March 6, 2023	Meeting Title:	Special Town Council
Submitting Department:	Town Clerk's Office	Presenter:	Lynsey Lenamond
Agenda Item:	Planning Commission/Board of Adjustment (PC/BOA) Appointments	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Mayor and Council to consider appointments to the Planning Commission/Board of Adjustment ("PC/BOA").

Requested Action.

For Council to appoint new members to the PC/BOA.

Recommendations.

Staff recommends the appointment of one of the applicants to the PC/BOA.

Background.

The PC/BOA has 3-7 members, with each term lasting three years. We have one vacancy on the board that needs to be filled. The other current members are Katie Wilson, Wendy Martinez, Christie Schutt, Thomas Smits, Abigail Petri, and Anne Schuler.

Analysis.

Section 2.40.010 of the Municipal Code relates to the Planning Commission and states, in relevant part, that the Planning Commission "*shall consist of an odd number of not more than 7 members and not less than 3*". The PC/BOA members are appointed by the Mayor with the advice and consent of the Town Council.

Possible Alternatives.

1. Make appointments at a later date.
2. Direct staff to advertise for letters of interest.

Comprehensive Plan & Priority Alignment.

The Planning Commission/Board of Adjustment helps to ensure we accomplish Section 3, *Responsible Growth Management*, and Section 4, *Town as the Heart of the Region* of our Comprehensive Plan.

Fiscal Impact.

N/A

Staff Impact.

Staff spent approximately 5 hours speaking with board members, relevant department heads, preparing a staff report, and will include updating the volunteer board database and website.

Attachments or Links.

Letters of Interest.

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

Mayor: I nominate _____ to the Planning Commission/Board of Adjustment for a three-year term, expiring April 31, 2026.

Council: I move to consent to the appointment of _____ to the Planning Commission/Board of Adjustment for a three-year term, expiring April 31, 2026.

Mayor: I appoint _____ to the Planning Commission/Board of Adjustment for a three-year term, expiring April 31, 2026.