



**Department of Planning and Zoning
Planner's Report**

DATE: July 18, 2019
TO: Adrienne Senter
FROM: Lynn Patterson, Consulting Planner for City of Hapeville
RE: **Board Attendance Requirement**

BACKGROUND

The City's Code of Ordinances does not currently have any attendance policy in place requiring appointed officials to regularly attend public meetings. The following text amendment modifies the rules and regulations of the Board of Zoning Appeals, the Planning Commission, and the Design Review Committee to add an attendance requirement limiting the number of absences allowed per term for each member and is presented for recommendation to Mayor & City Council.

CODE

CHAPTER 81 – ARCHITECTURAL DESIGN STANDARDS

Sec. 81-1-4. – Design review committee.

Add:

(h) *Attendance.* Should a member of the design review committee fail to attend four or more meetings in one term, they shall immediately forfeit their membership on the committee. A new replacement member is to then be selected and appointed to fill the remainder of the term per the regulations set forth in this section.

CHAPTER 87 - PLANNING

ARTICLE 2. – PLANNING COMMISSION

Sec. 87-2-3. – Organization; rules; staff; finances

Add:

(d) Should a member of the planning commission fail to attend five or more meetings in one four-year term, they shall immediately forfeit their membership on the commission. A new replacement member is to then be selected and appointed to fill the remainder of the term per the regulations set forth in section 87-2-2.

ARTICLE 3. - BOARD OF ZONING APPEALS

Sec. 87-3-2. – Procedure

Add:

(e) Should a member of the board of appeals fail to attend four or more meetings in one three-year term, they shall immediately forfeit their membership on the board. A new replacement member is to then be selected and appointed to fill the remainder of the term per the regulations set forth in section 87-3-1.