



Elgin City Council Meeting Agenda Item Executive Summary

ITEM: An ordinance amending Chapter 46, Article II, Division 3, Section 46-85 (Board of Adjustment) Membership, Appointments, General Powers, Etc. in order to reduce membership from seven (7) regular members to five (5) regular members plus one (1) senior alternate member and one (1) junior alternate member, prescribe order of automatic elevation, and when the regular, junior alternate, and senior alternate members can and cannot vote for an item before the Board of Adjustment; repealing all other ordinances and parts of ordinances in conflict therewith; and providing for a savings clause.

DEPARTMENT: Planning and Development.

PROPOSED ACTION: Discussion, consideration, and action on an ordinance to reduce regular members in order to reduce membership from seven (7) regular members to five (5) regular members plus one (1) senior alternate member and one (1) junior alternate member, prescribe order of automatic elevation, and when the regular, junior alternate, and senior alternate members can and cannot vote for an item before the Board of Adjustment.

BACKGROUND: By reducing the number of regular members and adding alternates in their place will allow the Board to better meet minimum quorum requirements. The alternates can be automatically elevated for a lack of quorum. With seven (7) members State law requires a seventy-five percent (75%) attendance for items before it and the same percentage for certain approvals. With the reduction this will allow for up to three (3) Board members to not be present at the meeting versus the present two (2) Board members and still meet minimum quorum requirements. Other modifications clarify the automatic elevation for the alternates and voting between regular and alternate members. Currently there are two (2) vacancies on the Board.

BUDGET/FINANCIAL IMPACT:

Funding for this item was { } included { } not included in the current-year budget {X} N/A

RECOMMENDATION: The Planning and Zoning Commission recommended approval at their September 23, 2019 meeting date.

ATTACHMENT: Ordinance and Planning & Zoning Commission Minutes.

{ } Staff will be making a detailed presentation on this agenda item at the meeting.

{X} Staff will provide brief comments and answer questions on this item at the meeting.

{ } This is a routine procedural item and no presentation is planned for the meeting.

Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.