



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: India Adams-Jacobs, Town Manager /Clerk; J.C. LaRiviere, Director of Community Development & Partnerships
COPY: Jeff Gore, Town Attorney
SUBJECT: Appointment of Planning Commissioner & Recommendation for Board of Zoning Appeals
DATE: February 6th, 2025

SUMMARY:

After discussion of applications in closed session, should it be the wish of the Council to appoint an applicant to the Planning Commission, the Council should vote to appoint the selected applicant to the vacancy on the Planning Commission. The appointment would be to complete the remainder of the term for the Commissioner that resigned, which will expire on July 1st, 2027.

After discussion of applications in closed session, should it be the wish of the Council to recommend an applicant to the Circuit Court of Caroline County for appointment to the Board of Zoning Appeals, the Council should vote to recommend the selected applicant to the Board of Zoning Appeals (BZA). BZA terms are five years in length.

DRAFT MOTION:

I move that the Council vote to appoint (selected applicant) to the Planning Commission.

I move that the Council vote to provide a recommendation to the Circuit Court of Caroline County to appoint (selected applicant) to the Board of Zoning Appeals.