



Meeting Name: Town Council Meeting

Meeting Date: June 25, 2025

Prepared By: L. Rubin, Town Attorney

Item Title: Resolution 2025-01 (Amending the Town's Quasi-Judicial Procedures)

DISCUSSION:

At its June 2, 2025, workshop meeting, the Town Council discussed the proposed revisions to the Town's Quasi-Judicial Procedures. The prior memorandum dated February 18, 2025, outlining the prior revisions to the Town's Procedures, is included as additional back up.

Based on direction given by Council at the workshop, the following additional revisions have been made (and are highlighted in yellow in the revised Procedures attached to the Resolution):

- Section 1.D has been added to define the term "Interested Person," and Section 1.E has been revised to exclude Interested Persons from the definition of Participant.
- Section 2.B has been revised to require that the staff report and all supporting materials be produced five (5) business days prior to the quasi-judicial hearing.
- Section 4.B has been revised to change the term "prohibited" to "limited" when referencing Section 2(A).
- Section 4.C has been revised to change the term "view" to "inspection" and remove the reference to merely driving by the property that is the subject of the application.
- Section 8 has been revised to change the term "workshop" to "presentation."
- A new Section 9 has been added to provide a mechanism for persons wishing to request Interested Person status. This section further states that in the event multiple Interested Persons share the same protected interest and are members of the same community or association, the community or association shall be recognized as the Interested Person "absent a compelling reason."
- Section 10 (formerly Section 9) and Section 11 (formerly Section 10) have been revised to recognize the ability of Interested Persons to present their case and to require that they testify under oath.
- Section 12 (formerly Section 11) and Section 13 (formerly Section 12) have been revised to include a reference to the "presiding officer."
- Section 13 (formerly Section 12) has been revised to allow Interested Persons up to thirty (30) minutes to present their case. Additionally, subsection C (formerly B) has been revised to include the term "speaker" at the end of each subsection.

RECOMMENDATION:

Town Staff requests Town Council consideration of Resolution 2025-01 amending the Town's Quasi-Judicial Procedures.