

# **STAFF REPORT REGULAR MEETING**

**AGENDA DATE:** December 2, 2025

**DEPARTMENT:** City Commission

**TITLE:**

Ratification of Historic Resources Preservation (HRPB) and Planning & Zoning (PZB) Advisory Board appointments

**SUMMARY:**

The appointments to the HRPB & PZB Advisory Boards need to be ratified.

**BACKGROUND AND JUSTIFICATION:**

The Historic Resources Preservation Board's function is to consider historic preservation issues. Members are sought from the disciplines of architecture, architectural history, planning, archeology, real estate sales, land development, banking, law or related fields.

The Planning and Zoning Board's function is to review and approve site plans for three units or more of residential development and all commercial development. This Board also reviews community appearance and can grant variances from the Zoning Code. Members are needed from the disciplines of architecture, landscape architecture, planning, real estate sales, land development, banking, law or related fields.

HRPB has two (2) vacancies to be filled and PZB has three (3) vacancies. Applications were accepted until midnight on November 11. Appointments will follow the interviews. Applicants must be residents of or property owners in the City.

HRPB meetings are held on the second Wednesday of the month in the Commission Chambers at 6 pm. Members must file financial disclosure forms annually. PZB meetings are held on the first Wednesday of the month in the Commission Chambers at 6 pm. Members must file financial disclosure forms annually.

Interviews were held at a special meeting on November 18, 2025 however there was not an official motion nor vote on the appointments.

**MOTION:**

Move to ratify the appointment of Ken Gross and Michelle Huffman as a members of the HRPB Board made at the November 18, 2025 special meeting.

Move to ratify the appointment of Daniela Amador, Greg Richter and Daryl Shatto as members of the PZB Board made at the November 18, 2025 special meeting.

**ATTACHMENT(S):**

N/A