



Agenda Item Summary

MEETING DATE: July 29, 2024
SUBJECT: Appointment of Tim Corliss as Alternate Planning Commissioner
PRESENTED BY: Jason Bradford, AICP, Community Development Director

SUMMARY

The Planning Commission consists of five (5) regular members and two (2) alternate members appointed by the Board of Trustees in accordance with Section 2-7-30 of the Mead Municipal Code (“MMC”). Currently, there is a vacancy in one of the alternate positions for a term through December 31, 2024. Members can be reappointed at the end of their term.

Town staff advertised the open position through advertisements on Facebook, Instagram, and Nextdoor from November 2023 through January 2024, as well as the December and January editions of the *Mead Messenger*. By the application deadline on January 8, 2024, six residents had applied.

Section 2-7-30 of the MMC provides that residents must meet the following requirements to qualify for a position on the Planning Commission:

- Qualified elector;
- Resident of the Town for at least twelve (12) consecutive months;
- Attended at least two (2) Planning Commission meetings; and
- Not an immediate family member of, or reside in the same household as, a member of the Board of Trustees or another member of the Planning Commission

All applicants are qualified electors of the Town. By the May 15, 2024 Planning Commission meeting, two (2) applicants had met the obligation to attend at least two (2) Planning Commission meetings: Tim Corliss and William Jorgensen. Both introduced themselves to the Planning Commission and demonstrated a clear understanding of the role and responsibilities of membership on the Planning Commission. Both applicants are professionally accomplished, well respected in the community, and qualified to serve on the Planning Commission, meeting MMC requirements. Staff has recommended William Jorgensen to the recently vacated regular position.

Town staff recommends Tim Corliss for the alternate position. Mr. Corliss has been a resident of the Town for more than a year, and, in addition to attending the two required Planning Commission meetings, has met with staff. He is interested in contributing to his community by serving on the Planning Commission. Mr. Corliss has a professional background in data science, and he has served as a volunteer for the Leukemia Lymphoma Society for over 18 years. His unique experience, expertise, and interest in urban planning will be an asset to the Planning Commission.

FINANCIAL CONSIDERATIONS

None

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends that the Board of Trustees appoint Tim Corliss as an alternate member of the Planning Commission, for the December 31, 2020, through December 31, 2024, term, beginning on July 29, 2024, via the following motion:

Suggested Motion:

“I move to appoint Tim Corliss as Alternate Planning Commissioner for the four-year term through December 31, 2024, effective July 29, 2024.”

ATTACHMENTS

- Planning Commission Application - Tim Corliss