

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> June 8, 2021	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Admin	<b>Prepared By:</b> Dave McCorquodale

**Subject**

Accept resignation of Keri May for Place 2 on the Planning & Zoning Commission and begin application process for replacement and appointment of that position.

**Recommendation**

Authorize City staff to accept applications for Place 2 on the Montgomery Planning & Zoning Commission.

**Discussion**

The Planning & Zoning Commission is made up of five city residents appointed by the City Council. A Commissioner is moving out of the City limits, requiring her to resign her seat. The unfilled term for Place 2 expires on October 1, 2022, and the appointee will serve out the remainder of the term.

The typical process includes advertising the open position and receiving applications for 3-4 weeks. After receiving applications, staff provides the applications to City Council who appoints an applicant to fill the open position. The proposed timeline is:

June 8: City Council authorizes application process

June 9 – July 7: Advertise for position on City website and LED sign

July 13: City Council reviews applications and appoints a new P&Z Commissioner

An excerpt from the Zoning Ordinance related to the P&Z Commission is attached for reference.

**Approved By**

Asst. City Administrator	Dave McCorquodale	Date: 06/02/2021
City Administrator	Richard Tramm	Date: 06/02/2021