

Memorandum



To: Mayor and Town Council

From: Ryan Spitzer

Date: 3/6/2026

Re: Council Appointed Boards – Recommended Changes

Overview:

2005 Policy

ARTICLE VI Attendance

In order for, the Planning Board to carry out its duties and responsibilities, it is necessary for all members to regularly attend meetings. Any Planning Board member may be removed by the Town Board for failure to attend three (3) consecutive meetings or failure to attend thirty (30) percent or more of the regular meetings within any twelve-month period or for any other good cause related to performance of duties. Upon request of the member proposed for removal, the Town Board shall hold a hearing on the removal before it becomes effective.

Recommended New Policy

ARTICLE VI Attendance

In order for the Planning Board to carry out its duties and responsibilities, it is necessary for all members to regularly attend meetings. Any Planning Board member may be removed by the Town Board for failure to attend **two (2)** consecutive **regularly scheduled**, meetings or failure to attend **sixty-five (65%)** percent or more of the regular meetings, **when not an excused absence**, within any **calendar year** or for any other good cause related to performance of duties. Upon request of the member proposed for removal, the Town Board **shall** hold a hearing on the removal before it becomes effective.

Term Length

Currently there are no term limit lengths for the Planning Board, Zoning Board of Adjustments, or the Parks and Recreation Board. The Planning Board and Zoning Board of Adjustment members each serve for three (3) years. Staff's recommendations for term lengths are below:

1. No more than two (2) consecutive three (3) year terms.
2. Once a member has served for two (2) consecutive terms, they must sit out for a year. After the year they can reapply.
3. Town Council may extend a member's term past the two (2) consecutive term limit if a qualified applicant, as deemed by Town Council, has not applied for the open seat(s) on the board.

The Zoning Board of Adjustment does not have a current attendance policy. Staff would suggest making the above recommendations apply to all three boards for consistency.