



City of Broken Arrow

Request for Action

File #: 17-2378, Version: 1

**Broken Arrow City Council
Meeting of: 07-03-2017**

**To: Mayor and City Council
From: Development Services Department**

Title: Consideration, discussion, and possible adoption of a policy for nominating individuals to the City of Broken Arrow Planning Commission and Board of Adjustment

Background: Title 11 O.S. Section 45-102 requires the nomination of all members of the Planning Commission to be made by the Mayor and confirmed by the governing body of the municipality. In September of 2016, the City Council passed ordinance No. 3445 to be in compliance the State Law

When a municipality is exercising zoning powers, as conferred by Title 11, Sections 11- 43-101 through 11- 43-109, the governing body of the municipality shall provide by ordinance for the appointment of a Board of Adjustment. Ordinance No. 2964 fulfills the State Statue requirement.

Traditionally, members of Planning Commission and Board of Adjustment were nominated by each district and at-large member and confirmed by the City Council. To be in compliance with the changes in the law and with the Council Members finding it important to continue to have input on such appointments, each Council Member will recommend members for the Boards to the Mayor. The Mayor will make the final nomination of all members and the governing body will have the responsibility of confirming such nominees.

This policy provides guidance to the City Council and Staff on the process for nominating members to both the Planning Commission and Board of Adjustment.

Cost: None

Prepared By: Larry R. Curtis, Plan Development Manager

**Reviewed By: Michael W. Skates, Development Services Director
Assistant City Manager - Operations
Legal Department**

Approved By: Michael L. Spurgeon, City Manager

Attachments: 2017-07-03 Planning Commission and Board of Adjustment Nomination Policy

Recommendation: Adopt the Policy for Nominating Individuals to the City of Broken Arrow Planning Commission and Board of Adjustment.