



Office of
**INDIAN RIVER COUNTY
ATTORNEY**

Dylan Reingold, County Attorney
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MEMORANDUM

TO: Board of County Commissioners

FROM: Dylan Reingold, County Attorney

DATE: July 16, 2021

SUBJECT: Planning and Zoning Commission Alternate

Pursuant to section 103.03 of the Indian River County Ordinance Code ("Code"), the Planning and Zoning Commission consists of seven members plus a school board representative from the school board who is a non-voting member of the Planning and Zoning Commission. Each county commissioner appoints one member who must reside in that commissioner's district. The remaining two members are appointed from the public at large.

There have been occasions when the Planning and Zoning Commission did not have enough members for a quorum or when County staff struggled to find the minimum number of members to meet a quorum. Thus, County staff recommends that in order to try and prevent meetings from being cancelled due to a lack of a quorum, that the Indian River County Board of County Commissioners ("Board") consider amending the Code to permit alternates, chosen by the Board, who could be called upon in the event there was not going to be a quorum available for an upcoming meeting. It might be helpful to have criteria for alternates, such as being a former Planning and Zoning Commission member, so that an alternate, if chosen, would be familiar with the process and procedures of a Planning and Zoning Commission meeting. It is also recommended that the alternates be at large members as opposed to individual commission appointees.

FUNDING.

The only funding for this item would be the advertising cost of a public hearing for a change to the Indian River County Ordinance Code.

RECOMMENDATION.

County staff recommends that the Board authorize staff to set a public hearing to consider an ordinance amending the County Code to permit alternates for the Planning and Zoning Commission.