

MEMORANDUM

Administrative Services

Town Clerk Risk Management Human Resources

TO: Robert Rawls, P.E., Interim Town Administrator

FROM: Alina Medina Brittain, Administrative Secretary

THROUGH: Gail Reinfeld, CMC/AAE, Administrative Services Director

DATE: May 11, 1999

SUBJECT: Site Plan Committee Term Expirations

The terms for Site Plan Committee members expire in June 1999. Listed below are the current members, the number of missed meetings, and the number of times each member has abstained from voting while serving their current term on the Site Plan Committee:

<u>Members</u>	<u>Absences</u>	<u>Abstentions</u>	<u>Appointed by</u>
Doug Amos, General Contractor	4	0	Paul
Kathryn Cox, Councilmember	1	0	Cox
Sam Engel Jr., Architect	4	6	Bush
Jeff Evans, Architect	2	0	Venis
Wayne Arnold, Resident	0	0	Weiner

The Committee has held 18 meetings during the current term. All members have expressed a desire to continue serving the Town in this capacity. Also, please note that although Councilmember Cox has no objections in continuing to serve on this Committee, she would like to offer other Councilmembers the opportunity to serve.

This Committee is governed by Code Sections 2-151; 2-152; and 2-153. Its members are appointed for one-year terms through exclusive nominations by the Town Council. The Committee consists of five legal residents of the Town and, whenever possible, includes an architect, a landscape architect, and an urban planner or designer.

Please note that pursuant to FSS 112.3145(7), appointing officials shall notify newly appointed officials (which is defined to include appointees to a board) of their duty to comply with disclosure requirements prior to the date of the appointment.

I would appreciate it if these appointments could be placed on the Council agenda at your earliest convenience.

c: Town Council