SEABROOK

MEETING MINUTES
JUNE 4, 2024

SEABROOK CHARTER REVIEW COMMISSION MEETING

Member Ann Wacker called the Seabrook Charter Review Commission Meeting to order at 4:00 p.m. in the Council Chambers in Seabrook City Hall. Present were Charter Members Ann Wacker, Richard Tomlinson, Michael DeHart, Betty Heverly and Elaine Renola. Also in attendance were: City Manager Gayle Cook, Deputy City Secretary Amanda Morales, and Deputy City Manager Sean Landis. Member Ann Wacker declared a quorum.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no citizen comments

2. NEW BUSINESS

2.1 Approve minutes of the May 21, 2024 Charter Review Commission Meeting.
Commission Member Wacker discussed a correction to Old Business, Section 3.1 to state discussion regarding the previous Charter Commission changes from three to four year terms.

Motion:	To Approve with Changes
Made By:	EDC Secretary Wacker
Seconded By:	Charter Review Commission Member Renola
Vote:	**Passed** unanimously by all present

2.2 Review, discuss, and if appropriate, take action on Seabrook City Charter, Article V, "Financial Procedures". City Manager, Gayle Cook, and Director of Finance, Michael Gibbs, may participate in the discussion on Article V to share information with the Charter Review Commission on historical perspective, best practices, and suggested amendments, if any.

The commission discussed wording revisions to be added to a General Housekeeping Provision. No additional revisions were made.

2.3 Review, discuss, and if appropriate, take action on Seabrook City Charter, Article VI, "Planning and Zoning." Deputy City Manager, Sean Landis, may participate in the discussion on Article VI to share information with the Charter Review Commission on historical perspective, best practices, and suggested amendments, if any.

Assistant City Manager Sean Landis presented information regarding modifying 6.01 and Section 11 which will be discussed at a later date. Both sections involve language changes to allow the Planning & Zoning Commission appointments to other positions within the City.

3. OLD BUSINESS

3.1 Consider and take all appropriate action on any additional review of previously examined Articles as necessary.

Commission discussed a document from the City Attorney regarding language revisions. *See attachment A.*

4. ROUTINE BUSINESS

4.1 **Summarize all sections from Articles V and VI to be considered for revision or further review.**

City Attorney Paige Bailey summarized the sections from Articles V and VI to be considered for revision or further review:

- Update language in section 5.03 (a) (3) - update tasks to responsibilities
- Update language in section 5.05 - update "votes of five (5) or more of the Councilmembers qualified and serving" to "super majority"
- Update section 6.01 to allow for Planning & Zoning members to serve on the Comprehensive Master Plan Committee. This update will change 11.23, as well.
- Update language in section 6.03 (c) to say official "zoning" map.
- Grammatical updates in section 4.04.

4.2 **Establish future meeting dates and agenda items.**

No new items were discussed.

Motion:	To Adjourn
Made By:	Charter Review Commission Member Wacker
Seconded By:	Charter Review Commission Member Renola
Vote:	**Passed** unanimously by all present

The meeting was adjourned at 5:30 p.m.

Approved on the 18th day of June, 2024.

Andrew Croce, Chair

ATTEST:

Rachel Lewis, City Secretary