



## MEMORANDUM

**To:** Mayor and City Council

**From:** Suzanne Arnold, Chief Building Official

**Date:** June 8, 2021

**Reference:** Consider acceptance of the resignation of Laura Ketchum from the Board of Adjustment and moving the alternate member, Casey Smith, into the role of regular member for the rest of the unexpired term.

### 2040 Pillars: Sustainable Government

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#### Introduction:

Long-time Board member Laura Ketchum has submitted her resignation from the Board of Adjustment, which leaves one unexpired term as a regular voting member and potentially two unexpired terms as alternate members.

#### Analysis:

Ms. Laura Ketchum was reappointed to the Board of Adjustment in December of 2020 to serve a two-year term as a regular voting member. Ms. Ketchum informed staff that she is no longer able to serve on the Board and is therefore resigning her seat. Mr. Casey Smith, the Board's only alternate member, was appointed in December of 2019 for a two-year term. Staff and the Board recommend appointing Mr. Smith to the vacated regular position. Mr. Smith is a long-time Coppell resident and a graduate of Coppell High School and Baylor University. He has experience with local government proceedings. He has been a regular attendee of Board of Adjustment meetings and has expressed an interest in serving the community in the role of a regular Board member.

#### Legal Review:

N/A

#### Fiscal Impact:

None

#### Recommendation:

The Community Development Department recommends the acceptance of Ms. Ketchum's resignation and the appointment of Mr. Casey Smith to fulfill the vacated two-year term as a regular voting member.