

PLANNING COMMISSION  
MINUTES OF THE REGULAR MEETING

August 25, 2020

CALL TO ORDER

The Chairperson called the meeting to order at 5:36 p.m. with Commissioners Falk, Nelson, Councilor Cheek, Mayor Clark and Chairperson Carright in attendance. Commissioners Emilson and Liske were absent.

OTHER BUSINESS

1. Planning Commission Bylaws, Review and Consideration of Adoption

Memorandum dated August 25, 2020 from the Town Planner regarding Planning Commission Bylaws, review and consideration for adoption; *Planning Commission Bylaws* Draft, prepared by the Town Planner.

Town Planner Shay Coburn presented a draft to the Planning Commission for the Planning Commission Bylaws. The elements discussed in the draft included the topics of Vice Chairperson, term limits, and consistent quorums for continued hearing applications; the pros and cons of an alternate commissioner, attendance, electronic meetings, protocols for Commission recommendations to the Town Council and hearing application deadlines. The Commissioners agreed the Planner should advise the Commission when term limits will expire, any hearing application should be filed 15 days prior to consideration instead of 10 days and audience members submitting comments prior to a hearing, and are part of the hearing packet, may choose to have their comments read out loud, or not read out loud by the Clerk.

Planner Coburn will update the draft bylaws per the discussion and present the document to the Planning Commission for review and adoption at the September Regular Meeting. The Planner will also email a copy of the *Electronic Participation Policy for Regular and Special Meetings* to the Commissioners.

2. Reschedule Regular Planning Commission Meetings

- A. November 24<sup>th</sup> to December 1<sup>st</sup>
- B. December 29<sup>th</sup> to December 22<sup>nd</sup>

The Planning Commission agreed to reschedule the Regular Planning Commission meeting for November 24, 2020 to December 1, 2020; and to reschedule the Regular Planning Commission meeting from December 29, 2020 to December 22, 2020.

3. In-Person Planning Commission Meetings

The Commission discussed when in-person regular meetings might resume and they agreed it is still unknown at this time.

APPROVAL OF THE MINUTES

6. Approval of the Minutes from the Meeting of July 28, 2020

ACTION:

Councilor Nelson moved to approve the Minutes from July 28, 2020. Councilor Cheek seconded the motion, with Commissioner Falk abstaining, and the motion carried.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Karen Christian  
Deputy Clerk