

Minutes

Walkersville Planning Commission Workshop

February 14, 2023

Commission Chairman Dave Ennis called the meeting to order at 7:00 p.m. with members Mike Kuster, Dick Brady, Nathan Shatto, and Gary Baker present. Also present were Town Planner Susan Hauver and Communications Specialist Ashley Bailey. Members Ray Santullo and Russ Winch were absent. The meeting was also live-streamed on the Town's website.

1. Proposed amendments to the Planning Commission Rules of Procedure

Planner Hauver reviewed proposed changes to the Commission's Rules of Procedure. She noted that the meeting times in Section 4 will be changed from 7:30 p.m. to 7:00 p.m.

With regard to sworn testimony, Member Brady noted that speakers need to swear or *affirm* their testimony, since there are those who object to taking oaths. Planner Hauver noted the places where the word "affirm" should be added. Planner Hauver noted that she added language allowing the Commission to accept general public comments without the need for an oath or affirmation.

Planner Hauver brought to the Members' attention Section 4.4 with regard to attendance. The section does not clarify whether the attendance rule (missing more than 2 meetings consecutively could lead to the Commission recommending that a member be asked to resign by the Burgess and Commissioners) applies to workshops, where votes are not taken. After discussion, the consensus of the group was to have the attendance rule only apply to regular meetings. Then, the Commission members could vote to excuse an absence the night of the meeting, rather than having to wait, as they would have to do at workshops.

Commission members discussed Section 4.8 regarding minutes. The legal requirement is that minutes include a record of attendance, motions, names of speakers and votes. Commission minutes typically include a narrative of the discussion, as prepared by staff and approved by vote. Chairman Ennis asked that staff check with the Town attorney to find out if the narrative style minutes increase the Town's liability.

Planner Hauver said that the amendments to the Rules of Procedure need to be introduced at a meeting and voted on at the following meeting. She would prepare the amended document to be ready for introduction in February and a vote in March.

2. Comprehensive Plan Update: Draft Water Resources, Community Services and Implementation Plan chapters

Planner Hauver distributed the draft chapters and asked Commission members to review them.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Susan J. Hauver