



PLANNING BOARD WORK SESSION

Monday, November 27, 2017 6:00 PM
Council Chambers, City Hall

MINUTES

Approved 12/11/2017

I. Roll Call

Present: David Putnam, James Short, Bruce Kolenda, Marlene Jordan, Richard Wahrlich, Marilyn Harris, Allen Damren

Absent: Nick Koloski, William Greenrose, Charlene Lovett

City Staff: Michael McCrory, City Planner

II. Review of Minutes

- November 13, 2017

Motion: To accept the minutes of November 13, 2017

Made by: Mr. Putnam **Second:** Ms. Harris

Vote: Unanimous in favor

III. Rules of Procedure

Mr. McCrory and the Board reviewed and discussed the newest updated version of the *Rules of Procedure* dated November 27, 2017. The *Rules* are not a summary of everything the Board does, but rather a definition of the mechanics of the Planning Board itself.

Changes/alterations agreed to by the Board included:

- Section B, Members, item 6C: changed to read, “*Continued service on the Board requires attending at least two-thirds (2/3) of scheduled meetings in a calendar year unless excused by the Chair.*”
- Section B, Members, item 6D: Changed to read, “*City Staff shall keep attendance and notify the Chair of any member whose attendance does not meet the above requirement.*”
- Section B, Members, item 9: Changed to read, “*Under certain circumstances the Board may vote to petition City Council to remove a member from the Board for just cause.*”
- Section C, Item 1A: Changed to read, “*The City Councilor alternate may sit for the City Councilor member or the Mayor.*”
- Move Section D, Technical Review Committee, to just above Article IV: Meetings
- Section D, Technical Review Committee: Add the complete language from City Code Sec. 2-120

- Article III: Officers, item 1C: Second sentence changed to read, “*Other members shall refer inquiries regarding Board business to the Chairman, the Secretary, or the Planning and Development Office.*”
- Article IV: Meetings, Section B9 (the numbering is incorrect), last sentence: Changed to read, “*In an effort to avoid the appearance of ex parte communication, Board members shall abide by the following.*”
- Article IV: Meetings, Section B9: The Board agreed to have Mr. McCrory rewrite the last paragraph of this section to differentiate between independent research for general knowledge, which is to be encouraged, versus independent research on an application before the Board, which should not be done.
- Article VI: Public Hearings, Section A, 5A: typographical error

There was discussion regarding the possibility of more than one Planning Board member wishing to serve on another board (e.g. the Historic District Commission). Also questioned was whether a Planning Board member can simultaneously serve as a Trustee of Trust Funds. Mr. McCrory will investigate.

The idea of reconsideration of a decision was discussed. The consensus of the Board was that the Board should focus on doing things right the first time rather than reconsider its decisions.

Mr. McCrory will make the requested changes as described. The final review of the *Rules* is scheduled for the December 11th meeting.

IV. Reports from Boards and Commissions

Mr. Putnam announced that the Master Plan Steering Committee had held its final meeting on November 21st. The Committee reviewed and tentatively approved the Implementation chapter. They also voted to have the Planning Board accept the final plan. Mr. Putnam thanked everyone who had participated in the project, saying that it had been a very worthwhile experience.

V. Other

VI. Correspondence

- The latest issue of *Town and City* magazine
- Letter dated 11/22/2017 from Mr. McCrory to Sandra and Deborah Holl regarding a Site Plan Assessment Mr. McCrory had conducted at 214 Washington Street. This spurred a discussion regarding traffic entering/exiting the Plaza through the Bricker property as witnessed by some of the Board members. They requested that Mr. McCrory write a letter to Rosen Associates reminding them that their tenants should not be on the Bricker property. Mr. McCrory agreed to do so.

VII. Adjournment

Motion: To adjourn the meeting

Made by: Mr. Putnam **Second:** Mr. Short

Vote: unanimous in favor

The meeting adjourned at 8:28 PM.

Respectfully submitted,
deForest Bearse