

PLANNING AND ZONING COMMISSION BYLAWS SUBCOMMITTEE SPECIAL MEETING
MAY 6, 2009, 6:00 P.M. PAGE 1 OF

Comm. Barbara Plum, Comm. Carl Bolz, Comm. Deborah Kleckowski (arrived at 6:20 p.m.), Comm. Catherine Johnson (arrived at 7:20 p.m.)

MEMBERS
PRESENT

Comm. Richard Pelletier, Comm. James Fortuna, Comm. Les Adams, Comm. Ron Borelli, Comm. Quentin Phipps

MEMBERS
ABSENT

Sandra Russo-Driska, Town Clerk/Moderator

STAFF

The meeting was called to order at 6:05 p.m.

ITEM 1
CALL TO ORDER

The meeting was held as an informal workshop at the beginning due to only two (2) members being present. The format was followed for the remainder of the meeting. Several questions were raised to be posed to the City Attorney: 1) If the Commission feels that a specific Commissioner is hostile or has a conflict with an applicant at a meeting, and the Commissioner does not reclude themselves...can they put language in the By-laws that allows the rest of the Commission with a 2/3 vote to disqualify the Commissioner they believe to be in conflict?; 2) Several places in the By-laws refer to five (5) votes needed. Roberts Rules says 2/3 for changing agendas. When is it appropriate to use the 5 vs. the 2/3? Can we always say 5 rather than 2/3, which 5 would cover to keep it consistent?; and 3) In your opinion, can the Commission have special workshops (public invited) for applicants for specific projects if they deem it would be helpful? The questions raised was would that be inappropriate if you do not do that for every applicant? Under Article V, Section 4 (b), remove "and visiting the site" in the second sentence. Under Article VII, Section 3, add the following language: "(a) Candidates that do not receive the five (5) required votes needed to secure the nomination of the position they wish to hold, then a second vote shall be taken. If the second vote fails, all regular members of the Commission interested in running for that position shall: Option 1: Place their name on a piece of paper to be put into a ballot box. A name will be drawn by staff. That person shall win the position. OR Option 2: A certified list of votes received by each regular Commissioner at their last respective election shall be available at the organizational meeting from the City/Town Clerk. The highest vote recipient will have first choice of the position and if they decline it will go to the next highest vote recipient, and so on, until the position is accepted. Should the position be declined by all members, the election process for that position shall begin again with letter (a) at the next regular Commission meeting". Under Article IX Budget of the Commission, add "(Future Section)". Under

ITEM 3
DISCUSSION

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Article X, Section 1, in the fourth sentence, remove “an affirmative”, add “five (5)” and change “vote” to “votes”. In the last sentence, remove “or designee”. Under Article X, Section 4, change “Article V” to “Article VIII” in the last sentence. Under Article X, Section 5, remove “or listening to the tapes of the public hearing” and add “and correspondence, listening to recorded or other devices of the official minutes” after “pertinent reports”. Under Article X, Section 7, remove “Unless otherwise determined by the Chair,”. Under Article X, Section 7, remove item “c” in its entirety and add “(unless voted on by five (5) votes of those Commission members seated)” after “j.”. Under Article X, Section 7A, change to read “Section 8” and re-number the remaining sections. Under Article X, the new Section 9, remove the existing language and replace with “If a Commission member must leave a meeting for any duration, they must notify the chair. The chair shall note the time for the record and if necessary, appoint the next alternate per Article VIII of these By-Laws”. Under Article X, the new Section 12, change to read as follows: “Unless otherwise specified, the current revised edition of Roberts Rules of Order shall govern the proceedings at the meetings of the Commission. For meetings when Roberts Rules is cited by a commission member, the exact reference from Roberts Rules must be given and verified by staff”. Under Article XI, Section 1, add “with proper notice. No public hearing may be held at the current meeting taking place. It shall be voted to place it on a future agenda with consultation of staff”. Under Article XI, Section 3, replace “A competent stenographer” with “staff”, remove “shall be recorded” and “sound”. Under Article XI, add “Section 4. At no time shall the Commission interact with the public”. Under Article XI, add “Section 5. The Zoning Enforcement Officer shall check signs posted for public hearings and will give a written report as to proper placement, compliance and notice given to the Commission”. Under Article XI, Section 3, remove the entire section. Under Article XI, Section 6, add “on each specific item” to the first sentence; remove the sentences “Statements from the proponents will follow. The opponents shall be given equal opportunity to comment. The order is reversible at the discretion of the Chair”; add “to the Commission” after “public input”; and add “Commission members may request clarification or additional information from a member of the public when recognized by the chair” to the end of the section. Under Article XI, Section 8,

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The Subcommittee was reminded that the next meeting would be held on May 6, 2009 at 6:00 p.m. in Room 208. On motion and second by Comms. Barbara Plum and Ron Borelli the Commission adjourned the special meeting at 8:20 p.m. Vote was unanimous.

Respectfully submitted,

Sandra Russo-Driska
Town Clerk/Moderator

ITEM 4
ADJOURNMENT