



# Planning Commission Work Session

MINUTES

AUGUST 16, 2011

8:45 PM – 9:45 PM

LARGE CONFERENCE ROOM

<b>FACILITATOR</b>	Chairman Gregory Day
<b>NOTE TAKER</b>	Judy Merrill
<b>ATTENDEES</b>	Kenneth Hellewell, Tyler Bodrero, Dale Rackham, T.J. Jensen, Gary Pratt, Braxton Schenk, Curt McCuistion, Michael Eggett, and Kent Andersen

## ITEM 1: DISCUSSION OF PROPOSED PLANNING COMMISSION BYLAWS

Tyler referred to the land use training handbook with information pertaining to bylaws. One section dealt with the length of meetings, indicating that hearings lasting longer than three hours or less than three minutes or later than 10 p.m. were inappropriate. Tyler suggested addressing this issue in the bylaws as well. He then asked for everyone's input regarding the sample bylaws from Layton, Kaysville, and West Bountiful. Out of the three, he liked Layton's structure and details that the others did not have.

Commissioners discussed the Chair and Vice Chair positions as well as a temporary Chair for when they were in the elections process or due to absences. Kenneth stated that their Commission already utilized a temporary Chair in the past, and it had just been the most senior commissioner in attendance.

Other items discussed for inclusion into the bylaws were meeting attendance, gifts and favors, conflicts of interest, and voting. Commissioners directed staff to provide a copy of Layton's bylaws in a Word format that they could red line and submit for merging into one master document for discussion.

Gary liked Layton's bylaws the most but noted that the others had good ideas, too. Gregory recommended starting with Layton's. Tyler referred to the voting format, and Kenneth explained that voting depended on how the City set up their commissions. Syracuse City's was a seven-board member, which allowed the Chair to vote. If a commission had an even number of members, the Chair would only vote to break a tie.

Kenneth suggested identifying the Purpose of the Commission in Title 3 for Boards and Commissions under Scope and then copying that language for the bylaws. Dale explained that a Purpose should be the purpose of a document and that scope should reference the purpose of the Commission. As for organization, everyone liked the current format.

Regarding the election of the Chair and Vice Chair, Kenneth indicated that the Mayor and Council felt the requirements for Commission Chair should include some experience and attendance requirements of around 70-80% of their meetings. Everyone else disagreed.

Tyler asked commissioners to bring their own additions and deletions of the Layton's template to the next work session, and everyone agreed.

## ITEM 2: TRAINING OF CITY EMAIL SYSTEM

Mike was unable to access the internet to show commissioners how to log into the City email system, so he just discussed the steps for using their emails for all City business. He offered to send them an email the next day with the correct log-in information. Tyler recommended Judy continue sending everything to their existing email addresses until each commissioner notified her that they had their City emails set up.

## ITEM 3: COMMITTEE REPORTS

Tyler reported that the 200 South Committee had not held any meetings.

Although TJ wished to discuss the Parks Committee on their next agenda, he did not think

commissioners would be ready to discuss it until after they finished these bylaws. Gregory agreed, stating that he did not want to consider any committees until after adopting some bylaws.

#### 4. DEPARTMENT BUSINESS

Mike reported that the Farmer's Market was finally providing produce.

The Antelope Island Stampede Festival would be held September 2-4 and include a Davis Hospital and City-sponsored fun-run beginning at 7 a.m. The Stampede event would include music, food, a rock-climbing wall, kite-flying demonstrations and classes, vendors, and BMX stunts, as well as fireworks on Friday and Saturday. Mike was on the planning committee and could provide more information to those interested in attending.

The Recreation Department would be hosting the Pumpkin Walk from October 22-29 and included a full week of activities.

Antelope Island would be holding their 26<sup>th</sup> Bison roundup from October 26-November 6. Mike had the number of visitors to the various Utah State Parks, which included Antelope Island, and was willing to share that information with interested commissioners.

Mike then referred to the Utah League of Cities & Towns Planners' Day training on Thursday, September 15. The registration deadline was soon, so he asked commissioners to let him know, within the next two days, if they could attend. He offered to forward commissioners a copy of the agenda, which identified David Ivin as the Key Note speaker.

Kent reported that he, Judy, and Braxton were continuing to meet on signage to prepare proposed amendments to the Land Use Ordinance. He then announced that Gold's Gym would be moving into the ACE Hardware space in the Shadow Point Shopping Center. This would be one of their smaller gyms, which they estimated would draw approximately 500-700 members a day.

Mike reported that his staff was now distributing the new City pamphlets. He also mentioned that Kent had been able to set up an Open and Public Meetings training by Cassie Brown, the City Recorder, for commissioners at their September 20 meeting.