

**PLANNING COMMISSION MEETING MINUTES
MONDAY, AUGUST 23, 2021, 6:00 P.M.
VIA WEBEX SOFTWARE**

PLANNING COMMISSION MEMBERS PRESENT: Elizabeth Shay-Chair, Eric Plaag-Vice Chair, John Tippet, Frank Ven, Amanda Halbert, Smith Warren, and Chris Behrend (joined at 6:02 p.m.)

PLANNING STAFF PRESENT: Jane Shook-Director of Planning and Inspections and Brenda Henson-Board Secretary

Call to Order

Chair Shay called the Planning Commission meeting, held via WebEx, to order at 6:00 p.m.

Public Comment

There was no one from the public who wished to speak.

Chair and Vice-Chair Recommendations

Chair Shay noted that only Eric Plaag had submitted an application, and his application was for Vice-Chair. Ms. Shook asked if anyone was interested in applying for the Chair position.

Vice-Chair Plaag stated that he did not apply for the Chair position out of deference to Chair Shay. He also did not know if there was a prohibition on a person serving as Chair of two different boards for the town but felt it was probably not a good practice.

Ms. Shook agreed that having the same person serve as Chair of two different Town boards might not be looked upon favorably but noted no rule against it. Vice-Chair Plaag stated, to be clear, that, given the optics, he would prefer to remain serving as Vice-Chair if Town Council and the Planning Commission were so inclined to support that.

Commission Member Behrend joined the meeting at 6:02 p.m. Ms. Shook provided a brief update of the meeting to Commission Member Behrend.

Chair Shay noted that she did not submit an application, in part, to leave room for others that might be interested in the Chair position. She stated that she would be willing to serve for one more year.

Vice-Chair Plaag nominated Elizabeth Shay to serve for one more term as Chair. Commission Member Behrend seconded the nomination.

Vote: Aye – All
Nay – None

The motion passed.

Ms. Shook asked Chair Shay to submit her application for Chair as soon as possible. Ms. Shook stated she would forward both Chair Shay and Vice-Chair Plaag's applications to Town Council for consideration at their meeting next month. Chair Shay indicated she would submit her application tomorrow.

Commission Member Behrend nominated Eric Plaag as Vice-Chair. Commission Member Tippet seconded the nomination.

Vote: Aye – All
Nay – None

The motion passed.

Discussion of Upcoming Public Hearing Dates

Ms. Shook stated that the public hearing for the Downtown Planning Projects was scheduled for September 27, 2021, and noted that there might be two other cases on that hearing. She felt there could be a considerable amount of public comment at the hearing. Ms. Shook stated that Council had scheduled a special public hearing on the regular Planning Commission meeting on October 25, 2021, to hear proposed text on short-term rentals. She felt it would be wise to discuss special meeting dates for the Planning Commission to meet to make recommendations after each of the public hearings, in case the public hearings ran too long for Planning Commission to meet afterward. Ms. Shook noted that the meetings would be held remotely.

Tentative meeting dates that would allow staff time to get the recommendations to Council were discussed. Commission members agreed to meet, if necessary, on Wednesday, September 29, 2021, at 6 p.m. and Monday, November 1, 2021, at 6 p.m. to make recommendations on items heard at the September and October public hearings. Commission Member Halbert indicated she could not attend either of those dates due to prior school obligations.

Ms. Shook stated that the public hearings might finish earlier than anticipated, so the tentative Planning Commission meeting dates may not be necessary, but they would be prepared if not.

Adjournment

Vice-Chair Plaag made a motion to adjourn the meeting at 6:22 p.m. Commission Member Tippet seconded the motion.

Vote: Aye – All
Nay – None

The motion passed.

Elizabeth Shay, Planning Commission Chair

Brenda Henson, Board Secretary