

CITY OF MOTLEY  
PLANNING AND ZONING COMMISSION MINUTES  
April 23, 2013, 5:30 PM

Sampson called the meeting to order at 5:30 p.m.

1. Roll Call

Planning commission: Rob Sampson, Steve Johnson, Pat O'Regan and Steve Johnson  
Staff: Terri Smith

2. Election of Officers

Chairperson - Sampson nominated O'Regan, O'Regan nominated Sampson  
Upon roll call vote Nieken, O'Regan and Sampson voted for O'Regan, Johnson voted for Sampson.  
O'Regan assumed the duties of Chairperson.

Vice-Chairperson –

Johnson moved, with a second by Nieken, nominating Amy Hutchison as Vice Chairperson. O'Regan, Nieken, Sampson and Johnson voted aye, none nay. The motion carried.

Secretary – Nieken requested that Clerk Treasurer Smith be the Secretary so that she would be there to take minutes when Oleson wasn't present. Sampson expressed that he would prefer Oleson be the Secretary and a commission member would act as secretary when Oleson couldn't make it to the meeting. His concern was that Smith is paid staff.

Sampson moved, with a second by O'Regan, nominating Oleson as Secretary with Sampson as the backup when Oleson isn't present. Sampson, O'Regan and Johnson voted aye, Nieken nay. The motion carried.

3. Public Hearings

None

4. Additions or Deletions to the agenda.

Sampson asked that the format to create an agenda be added to the agenda. His concern was that at a prior council meeting it was stated that information should go between Oleson and Smith so the council could be informed. He would like to see it be Oleson and the Chairperson. This item was added under "Other Business" letter "C".

5. Open Forum

There were no persons present wishing to speak.

6. Approval of Minutes

Johnson moved, with a second by Sampson, to approve the minutes from November 7, 2012. Nieken, Sampson and Johnson voted aye, O'Regan abstained citing that he was not involved at the time. The motion carried.

#### 7. Other Business

Sampson moved, with a second by Johnson, to set the meeting schedule as the 4<sup>th</sup> Tuesday of each month (except for December when a meeting is not held) at 5:30 p.m. O'Regan, Sampson, Nieken and Johnson voted aye, none nay. The motion carried.

Work Plan – It was discussed that the Council will give the directive on what should be done but that the Planning Commission should be able to give suggestions for things to be worked on. Monthly training is included in the contract between Hometown Planning and the City. The commission believes that Oleson should come up with a list of trainings that would be beneficial to the commission soon.

O'Regan and Nieken suggested a recommendation be sent to the council that they come up with a work plan to be sent back to the commission.

O'Regan will contact Oleson to let him know that the training should begin at the May meeting with a general training on being a commission member.

Sampson expressed that with Smith being an hourly employee, he believes the agenda should be set between the chair and the zoning administrator. If there is something that needs to be communicated to the entire council it can be done through Smith

Sampson moved, with a second by Johnson, to place the itinerary for agenda in the hands of the chair. O'Regan clarified that Oleson would put together the agenda, send it to the chair for clarification and then back to Oleson. But the report will be sent to Smith to be distributed in the council agenda packets. Sampson referred to a sample policy from the LMC for Planning and Zoning Commissions. Nieken, Johnson, O'Regan and Sampson voted aye, none nay. The motion carried.

Sampson asked that everyone look at the Comprehensive Plan to consider for updates.

Nieken moved, with a second by Sampson, to adjourn the meeting. The meeting was duly adjourned at 6:34 p.m.

Terri Smith  
Staff Member