

**Minutes**  
**Walkersville Planning Commission**  
**September 12, 2017**

Commissioner Chairman Dick Brady called the meeting to order at 7:30 p.m. with members David Ennis, Gary Baker, and John Zimmerman in attendance. Also present were Town Planner Susan Hauver. Members Tim Pollak, Mike Kuster, and Ray Santullo were absent.

**Planning Commission Rules of Procedure**

Commission members discussed updates to the Rules of Procedure. The following points were discussed:

- Availability of minutes: posted on Town website and paper copies at Town Hall.
- Ethics ordinance: Sections regarding conduct should be consistent with the Ethics Ordinance requirements
- Special meetings: Okay to notify members by email rather than regular mail
- Posting: Add that applicants post their properties at least 15 days before meeting at which site plans and subdivision are being considered.
- Public participation: Clarify that the public may speak to an issue or item only when it appears on the agenda. Citizens with an interest or concern not related to a specific application may contact staff to have the issue placed on the agenda.
- Add a definition of the terms “petitioner” and “applicant”—include agent, contract purchaser, etc.
- Public hearings/comments: Add that recognized organization can testify as long as they provide written verification to the staff (letterhead, etc) that they are an authentic group.
- Voting: Add that a meeting cannot be called to order without a quorum present.
- Members not in attendance at previous meetings where an application is discussed: Add that they can vote on the matter as long as they have reviewed the meeting tape or minutes.
- Recusal: Add section about recusal, specifying that members that recuse themselves must step down from the dais.
- Ex Parte Communication: Add a section regarding ex parte communication.
- Agendas: Add that meeting agendas will be posted at least 4 days prior to the meeting.
- Staff reports: For rezoning applications and text amendments, add that the staff report will be available 15 days prior to the public hearing.
- Final disposition of matters: When applicable, the Commission will notify the Burgess and Commissioners of their vote to recommend approval, denial or modification of the application under consideration.
- Staff will notify applicants by email of Commission decisions within two weeks of the decision.
- Amendments to the Rules of Procedure should be reviewed by the Town attorney prior to adoption.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Susan J. Hauver