

**Minutes**  
**Walkersville Planning Commission**  
**October 10, 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.

On a motion by Member Ennis, seconded by Member Baker, the revised minutes of the September 12, 2017 workshop were approved. The motion passed on vote of 4-0.

**Planning Commission Rules of Procedure**

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

- Ex parte communication: add as new section 3.5. Check with other towns to see how their rules of procedure address this issue. The County's seems overly broad.
- Section 4.6 Notices: properties should be posted and the public notified when they could have the greatest impact on the outcome. Public should be notified by public notice on the Town website and property posting for concept plans, preliminary plans and site plans. Not for improvement plans and any kind of plats.
- Section 4.8: okay for the Commission's staff to sign approved minutes.
- Section 4.9: applicants can include contract purchasers and lessees, with the concurrence of the property owners.
- Section 4.10: add time limit for testimony by organizations.
- Section 5.3: add that members recusing themselves due to a potential conflict of interest must leave the room during consideration of the item or issue.
- Section 6.1: add that unscheduled items may be added to the agenda up to 24 hours in advance of the meeting with the consent of staff. Also add a sentence to this section specifying that all materials related to agenda items must be available to the Commission members by the Friday before their meeting. Also note that items can be only brought up for reconsideration if a majority of those who voted on the item agree to it.
- Section 6.2: add that a copy of the staff report shall be available at Town Hall and on the town website.
- Section 7.1: add that the memo shall be from staff.
- Section 8.1: add that amendments shall be forwarded to the Town attorney for review and comment.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Susan J. Hauver