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MINUTES
TOWN OF FREDERICK
PLANNING COMMISSION
MEETING CONDUCTED IN PERSON AND VIA ZOOM
April 20, 2023
6:00 PM

CALL TO ORDER: At 6:06 p.m., Vice Chair Conroy called the meeting to order and requested roll call.

ROLL CALL:

- Present: Vice Chair Conroy, Commissioner Kelley, Commissioner Sammartino.
- Not present: Chairperson Moe, Commissioner Scott, Alternate Commissioner Mahoney, Alternate Commissioner Stark.
- Staff: Planning Manager Ali van Deutekom, Land Use Attorney Christine Francescani, and Assistant Town Clerk Emily Nitcher.

APPROVAL OF AGENDA:

APPROVAL OF MARCH 02, 2023 MINUTES:

Motion by Commissioner Kelley and seconded by Commissioner Sammartino to approve the March 02, 2023, Minutes.

Upon roll call vote, the motion passed 3 to 0.

Discussion Item:

Planning Commission Bylaws:

Land Use Attorney Christine Francescani presented the draft of the Planning Commission Bylaws.

Vice Chair Conroy had a question about the Bylaws stating meetings are held the 2nd and 4th Thursdays when it should be the 1st and 3rd Thursdays. She also questioned in the order of operations the pledge is listed, she wanted to know if the Planning Commission is going to adopt the pledge. Commissioner Kelley agreed with both items and added that the Pledge would make the Planning Commission appear more official.

Vice Chair Conroy asked for clarification on Article 7, section F, as the wording used is complicated.

Commissioner Kelley brought up the language surrounding the definition of a Quorum. Commissioner Kelley asked how there not being a quorum, how can a meeting be motioned to end. He also asked how many people a quorum is. There was discussion surrounding the quorum definition, should it be defined by a number value, or state that a quorum is a

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majority of the Planning Commission. Commissioner Kelley would like the definition of quorum to match the definition that the Board of Trustees currently uses.

The commissioners would like language added so 1 or 2 commissioners can open a meeting when there is not a quorum, so a new date can be announced and the meeting closed.

The commissioners discussed adding a 6:00 pm start time to the bylaws, with a provision for special meetings. The commissioners also discussed adding a time limit for public comment.

OTHER BUSINESS:

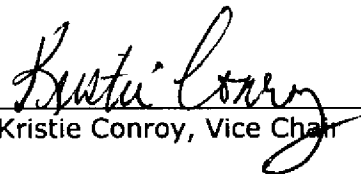
Upcoming Meetings:

Regular Planning Commission meeting Thursday May 4th, 2023

Regular Planning Commission meeting Thursday June 15th, 2023

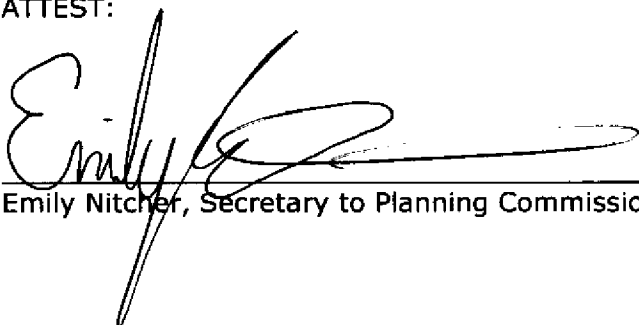
There being no further business of the Planning Commission, Vice Chair Conroy adjourned the meeting at 6:34 p.m.

Approved by the Planning Commission:



Kristie Conroy, Vice Chair

ATTEST:



Emily Nitcher, Secretary to Planning Commission