401 Locust Street • P.O. Box 435 • Frederick, CO 80530-0435

Phone: (720) 382-5500 • Fax: (720) 382-5520

www.frederickco.gov

MINUTES
TOWN OF FREDERICK
PLANNING COMMISSION
MEETING CONDUCTED IN PERSON AND VIA ZOOM
DECEMBER 15, 2022
6:00 PM

CALL TO ORDER: At 6:03 p.m., Chairperson Moe called the meeting to order and requested roll call.

ROLL CALL:

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

APPROVAL OF AGENDA:

Town Clerk Meghan Martinez introduced new commissioners Kelly and Sammartino and outlined the recruitment process and term limits. Staff recommended the planning commission select a new interim vice chair.

APPROVAL OF NOVEMBER 17, 2022 MINUTES:

Motion by Commissioner Conroy and seconded by Commissioner Scott to approve the November 17, 2022 Minutes.

Upon roll call vote, motion passed 4 to 1, with Commissioner Sammartino abstaining from voting.

Bylaws:

Town Attorney Jason Meyers and Land Use Attorney Christine Francescani presented the proposed Sample of Bylaws.

Chairperson Moe, and Commissioner Scott discussed adding more detail to the agenda, to provide the public with greater detail for understanding.

Commissioner Kelly suggested a Hard Stop meeting end and Town Attorney Jason Meyers suggested a clause that provides the commissioners the ability to continue to another date and adjourn the meeting.

The Commissioners had questions about the Town Ordinances that affect the planning commission.

There was discussion about how to handle conflicts of interest.

There was discussion of adding executive sessions into the bylaws.

The Commissioners expressed that the bylaws are to be a rubric of how the planning commission operates.

Adding a process to amend the bylaws was discussed.

Staff to bring a sample agenda with the level of detail discussed.

Staff to bring examples and facilitate coordination of thoughts and comments.

OTHER BUSINESS:

Interim Vice Chair:

Motion by Commissioner Scott and seconded by Commissioner Kelly to appoint Commissioner Conroy as the interim vice chair.

Upon roll call vote, motion passed unanimously, 5 to 0.

There being no further business of the Planning Commission, Chairperson Moe adjourned the meeting at 7:34 p.m.

Approved by the Planning Commission:

Kristie Conroy

~~Tracy Moe, Chairperson~~
Kristie Conroy, Interim Vice Chair

ATTEST:

Emily

Emily Nitcher, Secretary to Planning Commission