

**MINUTES OF A REGULAR PLEASANT VIEW CITY
PLANNING COMMISSION MEETING HELD
February 2, 2023**

[\(3\) Planning Commission Meeting - February 2, 2023 - YouTube](#)

MEMBERS PRESENT

Andy Nef
Jeff Bolingbroke
Julie Farr
Manya Stolrow
Chad Kotter
David Gossner

EXCUSED

Sean Wilkinson

STAFF PRESENT

Amy Mabey, City Administrator
Brandon Bell, Planning and Zoning Administrator

VISITORS

None noted

MINUTES PREPARED BY:

Brooke Smith, MMC 5/27/2023 and 6/11/2023

MINUTES APPROVED:

Approved September 7, 2023

Commission Chair, Chad Kotter, called the meeting to order at 6 pm

OPENING PRAYER

PLEDGE OF ALLEGIANCE

DECLARATION OF CONFLICT OF INTREST

The Pleasant View Planning Commission meeting for February 2, 2023, was called to order at 6 pm. Commissioner Carter was requested to lead the opening prayer and expressed gratitude for the opportunity to gather as a planning commission, the beauty of the surrounding area, and the freedoms enjoyed in the United States. The prayer sought guidance for conducting the business of the meeting and showing love for the community.

The next agenda item was the declaration of conflicts of interest. No conflicts were mentioned.

The Commission Chair expressed appreciation for the presence of the audience, particularly the administrators who joined the meeting.

APPOINTMENT OF PLANNING COMMISSION CHAIR AND VICE CHAIR

The meeting commenced with a discussion on the process for selecting the Commission Chair and Vice Chair for the upcoming year. It was mentioned that in the past, both nomination and voting methods had been used. The group was asked for their preferences on how to proceed.

A nomination was made for Andy Nef to continue as the Commission Chair. The commission attendees appreciated the previous chair's performance and expressed gratitude for his willingness to serve. The floor was then opened for any additional nominations. None were made.

MOTION - CHAIR

A motion was proposed to keep Andy Neff as the committee chair for the following year. After confirming there were no objections and the motion was seconded, a vote was taken. The motion to keep Andy Nef as Chair was approved unanimously.

Moving on, the need for a Vice Chair was addressed.

MOTION – VICE-CHAIR

The current chair nominated Julie Farr for the position, intending to provide her with the necessary training. The nomination was seconded, and no further nominations were put forth. A vote was conducted, resulting in the unanimous selection of Julie Farr as the Vice Chair for 2023.

TRAINING – OPEN AND PUBLIC MEETING LAWS TRAINING

Amy Mabey, City Administrator for Pleasant View presented provided an overview of the Open Public Meetings Act, which is a state law that ensures government actions and deliberations are conducted openly. The act covers various aspects such as public noticing, reporting, emergency meetings, electronic meetings, and transparency to ensure public access to decision-making. Public hearings are a type of open and public meeting where citizens have the opportunity to speak, particularly on matters such as budget, taxes, or fees.

Electronic meetings are open public meetings conducted through electronic means, like phones or the Internet. The governing body must adopt rules or ordinances to allow and govern electronic meetings. Emergency meetings can be held to discuss urgent matters due to unforeseen circumstances, with proper notice and approval by the majority of the governing body.

Closed meetings can be conducted to discuss specific matters, such as a person's character, competence, or health, collective bargaining, litigation, real property transactions, security, employment, investigations of criminal misconduct, and private or protected information. Closed meetings require proper notice, the presence of a quorum, and a two-thirds majority vote.

Regular open and public meetings require a 24-hour public notice that includes the agenda and specified topics to be considered. If a new topic arises during an open meeting, it can be discussed, but final action may not be taken. The governing body is responsible for providing notice, and the meeting schedule for the entire year must be publicly announced in advance.

Written minutes and recordings are kept for all open meetings, except for certain exceptions. Minutes should include the date, time, place of the meeting, names of members present and absent, substance of matters discussed, and a record of each vote. Recordings should be complete and unedited, labeled with relevant details. Members of the public can independently record open meetings unless it interferes with the meeting's conduct.

Regarding closed-session discussions, it is important to maintain professionalism and avoid inappropriate or unprofessional communication, especially through text messages or social media. While individual communication with staff is allowed, discussions among planning commissioners should primarily occur in open meetings. Transparency and adherence to proper communication protocols are essential to avoid potential issues and maintain a positive public image.

The penalties for violating the Open Public Meetings Act can include voiding actions taken in non-compliance and potential legal consequences. Access to government records is also addressed, including various forms of records such as documents, emails, text messages, and more. However, there may be exceptions and specific retention periods for different types of records.

Overall, the meeting emphasized the importance of open and transparent government processes, adherence to proper communication protocols, and maintaining professionalism in all interactions related to government business.

REMARKS FROM COMMISSIONERS AND/OR STAFF

The commissioner began with a call for any additional items. It was mentioned that another meeting would be scheduled at the end of the month, aiming for the first Thursday of the next month for convenience. The commission requested everyone to tentatively mark the third Thursday of November for the holiday party.

A commissioner commented on the lack of agenda items recently and asked if there were upcoming items. The staff responded in the affirmative but stated that details could not be disclosed until they were finalized. It was mentioned that several items were coming up on the docket, which generated excitement.

An update on the city council meeting was provided. The general plan amendments and ordinances were discussed. The amendments for housing and the state's requirements for moderate-income and affordable housing were also approved without modifications. The Planning Commission recommended implementing strategies to address housing shortages and making modifications to the general plan.

ADJOURNMENT

The meeting was adjourned at 6:46 p.m.