**Minutes**

**Call Meeting to Order:** The meeting was called to order by Chair Joanne Heare.

**Roll Call:** Commissioners Joanne Heare, Linda Victorine, Amber Stout and Wayne Symons were present. Rebecca Jordan was absent. In addition, Kirk Fatland, Donna McCormack, and Jered Reid were also present.

**Minutes of August 29, 2023**: Motion made by Amber Stout to approve the minutes. The motion was seconded by Linda Victorine and passed unanimously.

**The Public Hearing** to receive testimony on proposed Ordinance 23-08 updating the city’s zoning ordinance to define and allow shipping containers in the M-1 zone only was opened at 6:03 p.m. Kirk Fatland explained the public hearing process and explained no qualifying of the decision makers is required for a legislative hearing. He then presented the staff report. The chair called for public comment, but no public were in attendance and the hearing was closed at 6:10 p.m.

Amber Stout moved to recommend adoption of Ordinance 23-08 as presented. The motion was seconded by Wayne Symons and passed unanimously.

**Planning Commission Training:** Jered Reid explained there is a new rule regarding public meetings and explained anyone can make a complaint and the governing body has 21 days to respond and develop a plan of action. The response is forwarded to the Ethics Commission.

He also explained exparte contact, which is contact with someone outside of the public hearing process, and what should be declared. He said a commissioner must declare the contact and include who and what was said. He advised the commissioner to also declare if they feel they can still be an impartial decision maker. Others also have the right to challenge if they feel the decision makers are not impartial.

They also discussed quorum requirements, public meeting notices and e-mail. The commission was advised to avoid serial meetings. It was clarified that a quorum of members may meet for social activities but must refrain from meeting together to discuss any city business.

**Adjournment.** There being no further business to come before the Commission, the meeting was adjourned at 6:50 p.m.

Planning Commission Chair

Attest:

City Recorder