

**Planning and Zoning Commission Work Session Minutes**  
**September 15, 2019**  
**Conference Room 1-B - 1<sup>st</sup> Floor City Hall**

**ATTENDANCE:**

Commission Members Present: Burns, Carroll, Loe, MacMann, Rushing, Russell, Strodman, Toohey,  
Commission Members Absent: Stanton

**TOPICS DISCUSSED**

**New Business –**

- **August 2019 Building Permit Report**

Mr. Zenner provided a summary of the August 2019 Building Permit report. There was general discussion.

- **Election of Commission Officers**

Mr. Zenner thanked the present officers for their service. He passed out voting sheets, noting that due to Sunshine requirements, voting needed to be conducted and recorded in an open manner. After brief discussion, Ms. Russell motioned for Ms. Loe to be the Chair, Mr. Toohey to be the Vice-Chair, and Ms. Burns to be the Secretary. Ms. Rushing seconded the motion. Following the collection of the voting sheets, the Officers were elected per Ms. Russell's motion.

- **Sunshine Law & Commissioner Responsibilities Training**

Ms. Volkert of the City's Law Department presented on the Sunshine Law and the responsibilities of Commissioners and answered questions. She told the Commission that the Law Department was available to provide assistance or advise the Commission as questions may arise. *The PowerPoint presentation slides utilized in the presentation are attached to these minutes.*

**ACTION(S) TAKEN:** Motion made by Commissioner Russell, seconded by Commissioner Rushing to approve the agenda as submitted. Made motion by Commissioner Russell, seconded by Commissioner Burns to approve the September 5 work session minutes as submitted. Meeting adjourned at approximately 6:50 p.m.