

**Planning and Zoning Commission Work Session Minutes
October 7, 2021
Conference Room 1A & 1B - 1st Floor City Hall**

I. Call to Order

Commissioners Present – Burns , Carroll, Stanton, Geuea-Jones, Loe, Rushing, Placier, and Kimbell

Commissioners Absent – MacMann

Staff Present – R. Smith, Kelley, Zenner, Thompson, Mengwasser

II. Introductions

III. Approval of Agenda

Meeting Agenda adopted unanimously.

IV. Approval of Minutes

September 23, 2021 work session minutes adopted as presented with two abstentions.

V. New Business

A. Commissioner Training - Sunshine Law, Conflicts of Interest, and Public Records

Ms. Thompson introduced the training topic and begin with discussing Sunshine Law. Ms. Thompson covered the relevant Missouri State Statutes including Chapter 610 which discusses subcommittees, quorum, and public meetings. Commissioners had several questions proposed various scenarios to see what would constitute a public meeting or an acceptable interpersonal meeting. A Commissioner inquired about a recent case in which a Councilperson disclosed that they had ex-parte discussion with a Commissioner about a Planning and Zoning case.

Commissioners discussed previous incidents and what was required to comply with public record requests. Ms. Thompson indicated that other state laws pertain to public records. Commissioners inquired about how to respond to inquiries about upcoming cases. Ms. Thompson and Mr. Zenner responded by saying Commissioners should plainly state that they have not yet had the opportunity to review the case in its entirety and have not yet had a public hearing to discuss and vote on the item. Ms. Thompson also indicated that proxies are not allowed to vote in formal actions but alternates may if they are listed as such in the by-laws.

Ms. Thompson covered the topic of closed meetings and noted that there are several exemptions which may enable a public body to enter a closed meeting. However, she noted that many of the exemptions are not relevant to this body and any such occurrence would be a rare event.

Commissioners inquired about the City's responsibility and an individual Commissioner's responsibility regarding knowledge of Sunshine Law. Ms. Thompson noted that individual Commissioners are responsible for knowing and adhering to laws regarding public records, public meetings, and conflicts of interest. She stated that this training serves the purpose of making Commissioners aware and knowledgeable of such laws and indicated that this presentation would be sent out to Commissioners not in attendance.

Ms. Thompson discussed conflicts of interest and indicated that the rules for conflicts of interest actually come from a variety of state statutes rather than one individual chapter. She discussed the type of

offenses for violations. Ms. Thompson noted that an important criterion in reviewing these types of violations included a financial or monetary component.

VI. Old Business

M-BP and IG Permitted Use Table Revisions - Follow up

Mr. Zenner referenced the previous work session discussion on this topic and presented a City zoning map highlighting the locations M-BP and IG properties within City limits. He noted that there was very little M-BP property currently zoned and relayed to the Commission that they should consider whether to revise the M-BP zoning district or remove it entirely.

With little time left before the Commission's regular session began, Mr. Zenner indicated there would be continued discussion on the matter at future work sessions. He overviewed the upcoming schedule and priorities for future work sessions including a discussion of parking requirements at the October 21st work session.

VII. ADJOURNMENT

Meeting adjourned approximately 7:02 pm

ACTION(S) TAKEN:

Motion made by Commissioner Geuea-Jones, seconded by Commissioner Kimball, to approve the agenda as presented. Motion passed unanimously. Made motion by Commissioner Geuea-Jones, seconded by Commissioner Kimball, to approve the September 23, 2021 work session minutes as presented. Motion passed unanimously (Two abstained due to September 23 absence).