

**CITY OF MEDINA**  
**PLANNING COMMISSION**  
Meeting Minutes  
Tuesday January 8, 2019

1. **Call to Order:** Acting Chairperson Reid called the meeting to order at 7:00 p.m.

Present: Planning Commissioners Aaron Amic, Peter Galzki, Beth Nielsen, Kerby Nester, Cindy Piper, Robin Reid, and Rashmi Williams.

Absent: None.

Also Present: City Planning Director Dusty Finke and Associate Planner Deb Peterson.

2. **Introduction of Planning Commission Members**

The Commission members introduced themselves.

3. **Election of 2019 Planning Commission Chair**

Finke provided details on the process for the Commission to nominate the Chair position. He opened the floor for nominations.

Nielsen nominated Rashmi Williams.

Nester asked if anyone else is interested in the Chair position.

Reid noted that she does have a lot of experience and is interested.

Amic nominated Robin Reid.

Finke confirmed that both Williams and Reid accept the nominations. He asked if the nominees wanted to say anything before election.

Reid stated that she did hold the position of Vice-Chair and therefore has experience running meetings.

Finke asked Commissioners to vote for the Chair position and the results were:

*Reid – 4 (Amic, Reid, Williams, and Nester)*

*Williams – 1(Nielsen)*

*Abstain – 2 (Piper and Galzki)*

Finke reported that Reid was elected for the Chair position for 2019.

4. **Election of 2019 Planning Commission Vice-Chair**

Finke opened nominations for the Vice-Chair position.

Amic nominated Rashmi Williams.

Williams accepted the nomination.

There were no other nominations.

Finke asked Commissioners to vote for the Vice Chair position and results were:

*Williams – 6 (Amic, Reid, Williams, Nester, Nielsen, Galzki)*

*Abstain – 1 (Piper)*

Finke reported that Williams was elected for the Vice-Chair position for 2019.

5. **Public Comments on Items not on the Agenda**

No comments made.

6. **Update from City Council Proceedings**

Finke reported that the Council met the previous week to adopt the 2019 meeting calendar and to adopt the Council organization, which identifies various Council and staff appointments.

7. **Planning Department Report**

Finke provided an update.

8. **Planning Commission Operational Procedures**

Finke stated that these procedures have not been updated for ten years and he noticed inconsistencies during the orientation for new members. He stated that the proposed changes have been identified within the staff report and provided a brief summary of the proposed changes.

Nielsen proposed a grammatical change on page four suggested capitalization of chair.

The Commission discussed the use of request versus require for limiting the amount of time for speakers and asking for the name and address of the speaker. It was the consensus of the Commission to leave the language as proposed using the term request.

Reid commended staff for the revisions as proposed, noting that the document is substantially improved.

**Motion by Piper, seconded by Williams**, to approve the amendments to the Operational Procedures as presented within the Planning Commission packet with one noted correction. Motion carries unanimously.

9. **Planning Commission Orientation Manual Updates**

Finke stated that this was included for informational purposes. He noted that some information was added to the manual. He welcomed any additional suggestions.

Reid asked and confirmed consensus that the information in the manual was helpful for new members.

10. **Discussion of 2019 Planning Department Goals**

Finke stated that these were also included for informational purposes, noted that the Commission and staff will work together on these items over the next year and will be presented to the City Council the next week. He provided a brief summary of the proposed department goals and welcomed additional input.

Williams asked if there is up to date demographics of the city, noting that information could be helpful to have for planning purposes.

Finke stated that there are demographics included in the 2040 Comprehensive Plan, noting that information is based on the census data. He stated that the City will start a Complete Count Committee in conjunction with the 2020 census.

11. **Approval of the December 11, 2018, Draft Planning Commission Meeting Minutes.**

**Motion by Piper, seconded by Nielsen,** to approve the December 11, 2018 Planning Commission minutes with the noted corrections. Motion carries unanimously.

12. **Council Meeting Schedule**

Finke advised that the Council will be meeting the following Tuesday and Reid volunteered to attend in representation of the Commission.

13. **Adjourn**

**Motion by Amic, seconded by Galzki,** to adjourn the meeting at 7:40 p.m. Motion carried unanimously.