



**CITY OF SANDY OAKS
PLANNING & ZONING COMMISSION
MEETING MINUTES
May 30, 2019 at 6:30 p.m.**

1. Call to order. Mayor Ball called the meeting to order at 6:31 pm. In attendance were Mellissa Hadley, John Crickmer, Pedro Orduño, Stephen Gruver, City Admin Ken Roberts and City Clerk Katherine Yelton. Quorum is met with 4 in attendance and Joe Portman was absent.
2. Pledge of Allegiance. Mayor Ball led the Pledge of Allegiance.
3. Discuss and/or possible action on adopting *Robert's Rules of Order* as the parliamentary procedure utilized by the Planning & Zoning Commission.

Ken Roberts discussed the benefits of using Robert's Rule of Order. Mayor Ball said there is a lot of resources online for more information and she also talked about the city ordinance establishing the P&Z commission. City Clerk Katherine verified that members of the P&Z commission needed to be property owners and registered voters in the city. John Crickmer made a motion to adopt Robert's Rules of Order as the parliamentary procedure which was seconded by Melissa Hadley. Mayor Ball took a vote and passes unanimously.

4. Discuss and/or possible action on nominating and appointing a chairperson.

Original Agenda #5

Mayor Ball discussed how the P&Z commission would need to appoint a chairperson who will run the meetings. The new chairperson will work with the City Clerk to set up meetings and their agendas as needed. Ken Roberts will be available as needed. John Crickmer nominated Melissa Hadley as chairperson. Mayor Ball confirmed that Melissa would accept. Pedro Orduño seconded the motion and passes unanimously. Melissa Hadley accepts.

5. Discuss and/or possible action on nominating and appointing a vice-chairperson.

Original Agenda #6

Pedro Orduño nominates John Crickmer as vice-chairperson and Stephen Gruver seconds and passes unanimously. John Crickmer accepts. Mayor Ball states that we are only to discuss items that are listed on the agenda.

6. Discuss and/or possible action on establishing procedures related to committee agendas, meetings, and minutes.

Original Agenda #4

Mayor Ball and Melissa Hadley switch roles and Melissa Hadley continues as chairperson for the duration of the meeting. Ken Roberts states that the P&Z commission only meets when action is required by a developer, builder, replat a lot or when city council determines. Ken Roberts warns us that these entities will always have an agenda and tell us to be careful how we respond. The P&Z commission will only give a recommended course of action to city council for a vote. Not a gate keeper role because everything will be considered for future action by the city council. Discussed when to have meetings. Established 3rd Thursday of the Month at 6:30 pm, meetings scheduled monthly but if no topics available then meetings will be canceled. Probably meet once a quarter. Ken Roberts states the state requirement for open meetings training video for all members of the P&Z commission. Melissa Hadley opens the floor for nomination of secretary and Pedro Orduño nominates himself and John Crickmer seconds and passes unanimously.

6. Discuss and/or possible action on procedures for making recommendations to City Council.

Ken Roberts states that when action is taken by the P&Z commission and it passes then it sent to the City Administrator. P&Z recommends and then the city council will take it up for consideration. John Crickmer makes a motion stating that agenda items can be submitted by any one P&Z commission member and Pedro Orduño seconds and passes unanimously.

7. Discuss and/or possible action on setting date, time, and place of regular Planning & Zoning Commission meetings.

Already addressed.

8. Adjourn

John Crickmer made a motion to adjourn at 7:13 pm