

PLANNING AND ZONING COMMISSION  
WEDNESDAY, NOVEMBER 6, 2019  
6:00 PM AT THE CITY HALL  
680 Byron Main Court NE

1. CALL MEETING TO ORDER - Chair Quam called the meeting to order at 6:00PM Wednesday, November 6, 2019 at Byron City Hall.

Members Present: Duane Quam, Jacob Gave, Brian Frank

Also Present: Zoning Technician Kelli Cheney, Council Advisor Steven Cook, Gretta Becay, Justin VanLaere.

Chair Quam swore in new member Brian Frank.

2. APPROVE AGENDA - Motion made by Member Gave, second by Member Frank to approve the agenda as written. Motion carried unanimously.
3. CONSENT AGENDA
  - a. P&Z Minutes - October 1, 2019 - Member Quam noted to correct that Member Bruce Putzier was not there and that Brian Oxley was present but not listed. Motion made by Member Gave, second by Member Frank to approve the minutes with the correction. Motion carried unanimously.
4. COMMUNICATIONS, REPORTS AND PETITIONS
  - a. Monthly Budget - October - Table
  - b. City Council Minutes - September 10, 2019
  - c. City Administrator Newsletter - October
  - d. Community Newsletter - October
  - e. Member of an Advisory Board Info - FYI
  - f. The Basics of Planning and Zoning - FYI
  - g. Planning and Zoning Legalities - FYI
  - h. Roberts Rule of Order - FYI

Zoning Technician Cheney attended a workshop on October 17th for the Basics of Planning and Zoning and the Legalities for Planning and Zoning. Cheney stated some key notes from the workshop that are beneficial to the planning commission. All members loved getting the information and felt it was beneficial. Member Quam also appreciated the refresher for the Roberts Rules of Order.

5. PUBLIC HEARING - 6:00PM - None
6. GENERAL BUSINESS - None

7. UNFINISHED BUSINESS - None
8. NEW BUSINESS
  - a. Member Resignation - Motion made by Member Gave, second by Member Frank to recommend to the City Council to approve Member Oxley's resignation. Motion carried unanimously.
  - b. New Member Application - Motion made by Member Gave, second by Member Frank to recommend to City Council to appoint Justin VanLaere to the Planning Commission. Motion carried unanimously.
9. PUBLIC COMMENTS - called 3 times by member Quam.
10. ADJOURN - Motion made by Member Frank, second by Member Gave to adjourn the meeting at 6:13 PM. Motion carried unanimously.