

PLANNING AND ZONING COMMISSION  
WEDNESDAY, December 3, 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 Tuesday, December 3 at Byron City Hall.

Members Present: Duane Quam, Brian Frank, Tracy Lermon, and Justin VanLaere

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

Chair Quam swore in new member Justin VanLaere.

2. APPROVE AGENDA - Changes to the agenda included postponing the public hearing for the IUP for 1887 2nd Ave NW. Motion made by Member Lermon, second by Member VanLaere to approve the agenda with change. Motion carried unanimously.
3. CONSENT AGENDA
  - a. P&Z Minutes - October 1, 2019 - Motion made by Member Frank, second by Member VanLaere to approve the minutes as written. 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 November 7th for the Beyond the Basics of Planning and Zoning in the Cities. Cheney stated some key notes from the workshop that are beneficial to the planning commission.

5. PUBLIC HEARING - 6:00PM
  - a. Resolution 19-05 P&Z - Interim Use Permit - 1887 2nd Ave NW - Applicant requested a 60 day extension and asked for the public hearing to be postponed.

6. GENERAL BUSINESS - None
7. UNFINISHED BUSINESS - None
8. NEW BUSINESS
  - a. 2020 Board Appointments - Cheney briefly stated what each of the officer's positions are. Motion made by Member VanLaere, second by Member Lermon to nominate Chair Quam as the 2020 Chairperson. Motion carried unanimously.  
Motion made by Member Lermon, second by Member Frank to nominate Member VanLaere as the 2020 Vice Chairperson. Motion carried unanimously.  
Motion made by Member Lermon, second by Member VanLaere to nominate Member Frank as the 2020 Secretary. Motion carried unanimously.
9. PUBLIC COMMENTS - Called 3 times by Chair Quam.
10. ADJOURN - Motion made by Member Frank, second by Member VanLaere to adjourn the meeting at 6:17 PM. Motion carried unanimously.