



**Town of Port Deposit
Planning Commission Meeting Minutes
January 26, 2017**

CALL TO ORDER: Bill Zimmerman called the meeting to order at 7:05 p.m.

PRESENT: Kevin Brown, Council Liaison, Jeff Heck, Randa Thiele, Bill Zimmerman, Vicky Rinkerman, Town Administrator.

ABSENT: Joe Herring, Legal Counsel, Laura Luongo, Hannah Moise

MINUTES:

Minutes from the July 28, 2016 session were presented for approval.

Motion was made by Ms. Thiele to approve the minutes. Second by Mr. Heck. All in favor, motion carried.

NEW BUSINESS

Mr. Heck asked what the process is for the minutes as one version that he saw was incorrect. (The version up for vote is correct.) Town Administrator Rinkerman explained the process. She offered to have the minutes sent in advance of the meeting. She also called Legal Counsel Herring to answer some questions:

- Mr. Heck asked if there is an appeal, does the committee have to have final minutes before the appeal goes through. Legal Counsel Herring said that the minutes do not have to be approved before the appeal.
- Mr. Zimmerman asked if the appellant obtained the minutes that had not been approved, is that appropriate. Legal Counsel Herring said that the minutes could not be distributed until they are approved. The minutes are not needed for the appeal.
- Mr. Heck asked if a member of the public comes in with an attorney, should Legal Counsel Herring be there before the meeting goes forward. Legal Counsel Herring said the meeting could go forward, but that the committee could postpone their decision until the next meeting.
- Legal Counsel Herring also stated that if he was not there for some reason, they could adjourn to executive session and contact him for advice.

There was also some discussion about how larger projects would work as far as work sessions, meeting with engineers, etc.

Councilman Brown commented that there was not a clear forum for the public during the dock hearing. In addition, he felt that everyone would have felt better if they had more time to respond.

Selection of Chair and Vice Chair

Mr. Heck said he would be willing to be considered for the Chair position.

Motion by Mr. Zimmerman to nominate Jeff Heck for Chairman. Second by Ms. Thiele. All in favor, motion carried.

Motion by Ms. Thiele to nominate Mr. Zimmerman as Vice Chair. Second by Mr. Heck. All in favor, motion carried.

OLD BUSINESS – There was no old business.

ADJOURNMENT

Motion to adjourn made by Chairman Heck. Second by Ms. Thiele. All in Favor, The meeting was adjourned at 7:35 p.m.

Approved:

Jeff Heck, Chairman