ATTENDING: Heather Blair, Cassie Bolstad, P.J. Conover, Frank DiCesare, Carol Gulbransen, Royce King, Travis Lasseter, Mikal Lewis, Tina Mulally, Susan Sanders, Angela Shute, Starla Volk

1. Welcome
   - Chair Lasseter welcomed the Committee Members and thanked them for committing their extra time to the Committee.
   a. Sign-in Sheet

2. Introductions

3. Planning Department Staff
   a. Code of Conduct
      - P.J. Conover passed out copies of the 2014 Code of Conduct packet, along with Acknowledgement Forms for Committee members to read and sign.
      i. Acknowledgment Form
   b. 204(G) Webpage
      - As of this meeting, P.J. Conover is still in the process of updating the webpage with current and future Committee information.

4. Moved to the end of the meeting by Chair Lasseter.

5. Officer Duties – Explanation
   - P.J. Conover explained some of the starting duties required by the Vice Chair (to run meetings when Chair is absent) and Secretary (produce minutes from each meeting), prior to elections. Additional duties may be assigned, by Committee Chair or by Committee, throughout the course of the Ordinance Amendment.

   NOTE: P.J. Conover will produce and post the Agendas. P.J. Conover will post the minutes as submitted by the Secretaries.

6. Moved to the end of the meeting by Chair Lasseter.

7. Future Meeting Agenda(s)
   a. Guidelines and Expectations
      - Chair Lasseter sought discussion on future agenda items and discussed how future agendas will be developed, posted, and populated with information.
      - Possible future agenda items discussed: concerns with water pollution, assessments valued (Real Estate Agenda / County Assessor), use of Rapid Map, and copies of Citizen Complaints from Ordinance Officer.
Chair Lasseter discussed his goal to have the meetings: “Friendly, Serious, but a little more loose than formal Planning Commission hearings.” Chair Lasseter stated that he will follow Robert’s Rules of Order for meetings, but loosely.

8. **Future Meeting Procedure(s)**
   a. **Guidelines and Expectations**
      - Chair Lasseter discussed his expectations for future meetings, relative to Committee input during meetings, discussion topics, staying on topic, and staying on task.
      - P.J. Conover informed the Committee that staff will be there to help them through the Ordinance process, and that all requests for information and/or materials must come to either Chair Lasseter or Mr. Conover.

   - P.J. Conover informed the Committee to take under consideration additional items to consider:
      1) If a Committee Member wished to leave the Committee, that a written letter stating this be submitted to Chair Lasseter or P.J. Conover, as this will need to be brought to the attention of the Board of Commissioner’s for purposes of replacing the Committee Member.
      2) That three unexcused absences, by any Committee Member, require Chair Lasseter or P.J. Conover to bring this to the attention of the Board for possible replacement of the Committee Member.

      - **Unexcused Absence:** For purposes of this Committee, shall mean a Committee Member who has NOT contacted either Chair Lasseter or P.J. Conover, prior to their absence(s) and having not received approval for the requested absence from Chair Lasseter.

9. **Future Meeting(s)**
   a. **Date(s)**
   b. **Time(s)**
   c. **Location(s)**

   - **MOTION** - To hold all future meetings on the 1st and 3rd Monday’s of each month, all meetings to begin at 9:00am, unless otherwise noted.

   - **VOTE** - 7 YES / 1 NO

   - P.J. Conover was tasked, by Chair Lasseter, with identifying future meetings that could be held in the afternoon/evening.

4. **Public Comment (10-minutes)**
   - No public present for comment.

6. **Election of Officers**
   - Chair Lasseter moved this Agenda item to the end of the meeting.
   a. **Chairperson – Travis Lasseter**
      i. Appointed by Motion from the Board of Commissioners (09.21.17)
   b. **Vice – Chairperson**
      - Tina Mulally was elected by unanimous vote.
   c. **Secretary – 1**
- Heather Blair was elected by unanimous vote.

d. Secretary – 2
- Starla Volk was elected by unanimous vote.

10. Adjourn: 10:05am

NEXT MEETING: 01.29.18