

**Meeting Minutes**  
**Waverly Municipal Planning Commission**  
**Special Meeting**  
**May 31, 2005, 2p.m.**  
**Waverly Municipal Building**

The Meeting commenced at 2:05 p.m. with Commissioners: Frank Perry, Jeff Allen, Mike Corwin and Barbara Early present, Mayor William Kelly was absent in order to attend a funeral, which was reported prior to the meeting. No one from the public attended the meeting. Mr. Davis referred the Commission to the Agenda item number 1 under new business which involved approval of the last meeting minutes from May 26<sup>th</sup>. **Commissioner Early made a motion to approve the minutes from May 26<sup>th</sup> as is; this motion was seconded by Mr. Perry. Roll Call: All Aye.**

Mr. Davis then referred the Commission to item # 2 of the Agenda under new business which involved the first annual election of officers. The officers in question were announced as Chairman and Vice Chairman. Mr. Davis reported to the Commission that the Mayor had expressed no opposition to serving as an officer, but that it was up to the Commission to decide what they felt was best. Mr. Davis asked for a volunteer from the Commission to lead in the nomination procedure. Commissioner Perry then reported that he recognized a section in the proposed by-laws of the Commission that all nominations for officers must be limited to members who had at least one year of experience as a Planning Commissioner. Commissioner Perry inquired as to what affect that section would have on this first election. Mr. Davis then stated that because the by-laws had in fact not been adopted by the Commission nor approved by City Council that the rule did not apply to the first election. After further discussion the Commission agreed that all present Commissioners were eligible to be nominated as officers.

Mr. Davis asked the Commission if there were any volunteers to lead the nomination and election procedure for officers. Commissioner Corwin requested that Mr. Davis act as chairman until an official one was voted in. Mr. Davis asked if there were any objections to this proposal. Seeing none Mr. Davis asked for a motion and a second to open the floor for nominations. **Commissioner Perry made a motion to open the floor for nominations. The motion was seconded by Commissioner Allen.** Mr. Davis then stated that the floor was now open for nominations. **Commissioner Perry made the motion to nominate Commissioner Corwin as Chairman. The motion was seconded by Commissioner Early. Commissioner Corwin made a motion to nominate Commissioner Perry. The motion was seconded by Commissioner Allen.** Mr. Davis asked the Commission if there were any other nominations at this time. **Commissioner Early then made a motion to close the floor for nominations. The motion was seconded by Commissioner Perry.**

Mr. Davis asked the Commission if they wished to proceed with a vote for the position of Chairman or if they wished to now make nominations for Vice-Chairman. Commissioner Early suggested to the Commission that since there were two nominations for Chairman that one should be elected as Chair and the other accept the position of Vice - Chair. Commissioner Corwin then stated that he would like to see Commissioner Perry serve as Chair for the first year since he had more experience with the Planning Commission than he did. Commissioner Corwin stated that he did have experience with the City but not necessarily in the planning aspects; therefore he would volunteer to essentially "loose" the election to Commissioner Perry and then

accept the position of Vice-Chair. Mr. Davis asked the Commission if there was any further discussion on the matter. Hearing none, Mr. Davis requested Commissioner Corwin to repeat the proposal as a motion. **Commissioner Corwin then made the motion that the Commission elect Commissioner Perry as Chairman and he would accept the position of Vice-Chairman. Commissioner Allen seconded the motion. Roll Call: All Aye.**

Mr. Davis then proceeded to item 1 under old business of the Agenda. The business concerned the adoption of the Commission By-Laws that were constructed and critiqued during the May 26<sup>th</sup> special meeting of the Commission. Mr. Davis referenced the two added legal definitions of "Good Standing" and "Quorum" and asked the Commission if there was any additional revisions or additions needed for those items. Hearing none, Mr. Davis summarized the By-Laws briefly to the Commission. Mr. Davis then asked the Commission if there was any other discussion on the proposed by-laws. Commissioner Perry stated that he was concerned with the definition of "Quorum" due to the fact that in its present state, it would be possible for two commission members to propose and pass major planning aspects of the City. After further discussion, the Commission agreed that this was an unacceptable aspect and proposed the following addition to Section IV, subsection C.: *"Unless otherwise indicated all final decisions shall be made by a majority vote of the Commission."* After no further discussion on the by-laws, **Commissioner Perry made a motion to approve the by-laws with the added addition. The motion was seconded by Commissioner Early. Roll Call: All Aye.** Commissioner Corwin requested that the by-laws be reviewed by the City's legal council before being forwarded to City Council. Mr. Davis stated he would forward the by-laws to Mrs. Hoover then place the by-laws on the next Council Agenda to be approved by Ordinance.

Mr. Davis announced the next meeting date of June 14<sup>th</sup> at 2p.m. at the municipal building as according to the by-laws. Mr. Davis then stated that at the next meeting the Commission will begin reviewing the Comprehensive Plan Text for the City. Mr. Davis then passed out the 10 page text that was drafted by his office and requested the Planning Commission to review this text before the next meeting.

Being no audience participation, **a motion was made by Commissioner Corwin to Adjourn. The motion was seconded by Commissioner Early. Roll Call: All Aye.** The meeting was adjourned at 3:45 p.m.

*\*Note\* these minutes were dictated from an audio tape recording of the original meeting.*