

**Minutes**  
**Ashton Planning and Zoning Commission**

November 13, 2013  
7:00 pm

**Attendees:** Commission Members: Chairman Bonnie Burlage, Administrator Susan Baker, Doug Ervin, Becky Harrigfeld, Ron Dixon and Robyn Hess.

**Chairman Burlage** called the meeting to order at 7:20 pm

**Minutes** from October 15, 2013 were approved with changes. Change the name Paul Butikofer to Terry Butikofer.

**Administrator Baker Report** - Administrator Baker gave her report from October 15<sup>th</sup> through November 8<sup>th</sup>.

**New Business:**

**Open Meeting Report**– Discussed open meeting law. New open meeting law books have been ordered. Everyone has open meeting law books in their binders. Discussed City Council going into Executive Session. This is not allowed for every meeting agenda if there is no reason for an Executive Session. Executive Sessions must state what the substance or reason behind an Executive Session.

Commissioner Ervin asked if the Planning & Zoning commission was allowed to speak with people outside of the Planning & Zoning commission meetings. Chairman Burlage said that absolutely the commission is allowed to give information and take notes but not give a decision on an issue. Susan also acknowledged this was allowed as well.

Chairman Burlage suggested that any Planning & Zoning commission member should attend any training or seminars available to them.

It was decided by the commission to not hold a December meeting.

There was no further business.

**Meeting adjourned**

**NEXT MEETING:** Tuesday, January 21, 2014 at 7:00 pm.

Minutes respectfully submitted by Robyn Hess

Attest:

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Robyn Hess  
Acting P & Z Secretary

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Bonnie Burlage  
Chairman