

**MINUTES OF THE SPECIAL WORKSHOP
OF THE HAILEY PLANNING AND ZONING COMMISSION
HELD SATURDAY, MARCH 19, 2005
IN THE UPSTAIRS MEETING ROOM WITHIN HAILEY CITY HALL**

The special workshop of the Hailey Planning and Zoning Commission began at 8:45 a.m. Commissioners Kristin Anderson, Trent Jones, Stefanie Marvel, Elizabeth Zellers and Nancy Linscott were present. Staff present included Planning Director Kathy Grotto, City Planner Diane Shay, and Deputy Clerk Tara Hyde.

The meeting was facilitated by Jima Rice, Rice Management Consulting, who provided training to the Commissioners. Clarification was given as to the Commissioners roll within the City. Rice addressed challenges faced by the Commission through teamwork and values of what they would like to see brought into the City. Ideas were given for tying decisions of the Commission to applications, within the guidelines and standards of the ordinances, Design Review Guidelines, and Comprehensive Plan.

Ex-parte communication was defined and clarification given that with any legislative applications the Commission is encouraged to hear what the public has to say. Applications dealing with specific land use applications should not be discussed with the general public however, and any such discussions must be disclosed.

Rice suggested creating a job description packet for new Commissioners to help acquaint them with what is expected of them as a Commissioner.

A procedural suggestion was given that the Chair state the ground rules for the public hearing part of the meeting prior to the start of that public hearing.

Time management was discussed and suggestions given for how to contain a meeting within the timelines set.

Marvel advised she was unsure if she would be able to attend the Monday, March 21 meeting, as she may be out of town.

The workshop ended at 11:05 a.m.