

**Town of Sudlersville  
Planning Commission Meeting  
November 16, 2017**

Co-Chair Sue Elter called the meeting to order at 7:07 PM followed by the Pledge of Allegiance.

Present were: Sue Elter, Faye Williams, Dave Lettau, and Brenda Stant

The minutes of the October 19, 2017 were approved as submitted with a motion by Lettau and a second by Williams; a vote of 4-0 was entered.

The building permit report was reviewed. There was discussion about 120 S. Church Street's permit and the fact that the property owner did not know that a permit was needed. Stant suggested sending out a notice to all residents about getting permits. Marshall stated that the notice is in every quarterly newsletter that is included with the utility bills.

After a question about planning commission members was brought to the Town Office it was discovered that a section of the zoning ordinance was missing during the zoning ordinance amendment of 2016. The section is titled "Article XIV Planning Commission." This section established the purpose, authority, membership, and other duties and responsibilities of the planning commission. There was some discussion about why this section was missing. Elter suggested that a section should be included for the removal of a planning commissioner if they miss more than 3 meetings in a year without valid reasoning. A motion to include "a member of the Planning Commission may not miss more than three (3) meetings in a year without valid reasoning" in section 14-5 part I, was made by Williams, a second was made by Lettau; a vote of 4-0 was entered. There will be a public hearing on January 18, 2018.

With no further business to discuss; the meeting was adjourned at 7:25 PM.

Respectfully Submitted,

Michelle Marshall  
Town Clerk-Treasurer