

**CITY OF NORWALK  
SUBDIVISION COMMITTEE  
MARCH 31, 2009**

**PRESENT:** Torgny Astrom, Chair; Walter McLaughlin; Walter Briggs; Joel Zaremby; Don Nelson; Frances DiMeglio; Steven Ferguson; Victor Cavallo (7:45)

**STAFF:** Mike Greene

Mr. Briggs opened the meeting at 8:00 pm.

**I. CHANGES TO THE BY-LAWS AND RULES OF PROCEDURE OF THE PLANNING COMMISSION—Further discussion**

The Committee discussed changes involving the duties of the Secretary. Mr. Greene pointed out that it was unnecessary to read the legal notices at public hearings, indicating that the Zoning Commission no longer reads the notices aloud either. Mr. Ferguson said that he favored reading the notices aloud. The Committee discussed the readings briefly and agreed to discontinue them.

The Committee also addressed the issue of how to inform Commissioners of special meetings. Mr. Greene stated that it was unclear whether emailing the announcement met the criteria of the Freedom of Information Act. He also said that he was reluctant to add the notion of email announcements into the regulations, when it was not addressed within them currently.

The Committee adjusted the wording of the several sections, including, "Duties of Chair," "Duties of Vice-Chair," "Executive Director," and "Special Meetings."

Ms. DiMeglio pointed out that public comment at hearings was not generally divided into two separate categories for those in favor and those opposed and therefore should not be indicated as two separate categories in the outline.

There was a brief discussion of the wording with regard to quorums. The Committee agreed that the by-laws followed Robert's Rules of Order.

The meeting was adjourned at 8:20 pm.

Respectfully submitted by Charlene Smith