

NLR Planning Commission
February 14, 2017
Agenda Meeting / Public Hearing 4:00 PM

Agenda Meeting: ▪ Roll Call

Reminder ▪ Turn off cell phones
 ▪ Planning Commission procedures on back of agenda

Administrative: ▪ Reminder to Commissioners to speak into the microphone
 ▪ City Council Activity

Approval of Minutes: ▪ January 10, 2017

Development Review Committee:

- A. SD2017-7 Keeton Addition, Lot 1 (Site Plan Review of a commercial development located at 14 Remount Rd)

- B. SD2017-8 Windsong Church of Christ Addition, Tract 1(Site Plan Review a church addition located at 3 Windsong Dr.)

Public Hearings:

1. Special Use #2017-1: To allow three modular buildings for temporary classroom space (2 years) at 604 N. Locust St, Shorter College.

Public Comment / Adjournment:

NLR PLANNING COMMISSION MEETING PROCEDURES

Public Hearings: The regularly scheduled meeting is held on the second Tuesday of each month at 4:45 PM in the City Council Chambers. All Planning Commission meetings are open to the public. Typical meetings begin with a roll call, approval of minutes, correspondence and staff reports, committee reports, unfinished business, new business, public comments and adjournment. Public hearings, zoning actions and special uses are typically the latter half of the meeting and follow development review items presented as summary recommendations of the Development Review Committee.

Voting: There are 9 Commissioners. A quorum consists of 6 members. “Robert’s Rules of Order” apply unless the Commission has outlined alternative procedures. According to the current by-laws, all business must be approved by a minimum of 5 votes. A simple majority of those members present does not necessarily approve a motion.

1. No person shall address the Planning Commission without first being recognized by the Chair.
2. All questions and remarks shall be made from the podium and addressed through the Chair.
3. After being recognized, each person shall state their name and address for the record.
4. When a group of citizens is present to speak about an item, a spokesperson shall be selected by the group to address the Planning Commission. Each presentation by a spokesperson shall be limited to 3 minutes.
5. Anyone from a group may be recognized if they have something new or additional information to add to an item. This additional presentation shall be limited to 3 minutes.
6. Individual (not representing a citizen group) presentations shall be limited to 3 minutes.
7. All remarks shall be addressed to the Planning Commission as a whole and not to any individual member.
8. No person other than members of the Planning Commission and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Planning Commission, without permission of the Chair.
9. Once the question is called for or a public hearing is closed, no person in the audience shall address the Planning Commission on the matter without first securing permission to do so by a majority vote of the Planning Commission.
10. Anyone wishing to submit exhibits for the record shall provide the clerk with copies for each Planning Commissioner, one for the record, and for the Planning Director.
11. Anyone wishing to read a statement into the record shall provide the secretary with a written copy of the statement.