I. CALL TO ORDER / DECLARATION OF QUORUM
Chair Woods determined that a quorum was present and began the meeting at 9:30am.

II. REVIEW OF PROPOSED CHANGES TO PLAN COMMISSION RULES: FOCUS ON PROCEDURE FOR PUBLIC HEARINGS (ARTICLE XI, SECTION (O))
Ms. Norfleet summarized a memo outlining staff’s proposed streamlining of Article XI, Section (O). Now that the Klaeren court ruling no longer applies, the intent of this rules revision is to streamline the public hearing process but allow for flexibility for the Chair to add structure as needed for controversial cases (e.g., separating out support/opposition, allowing for comment on revised proposals, etc). Following discussion, the proposed changes to Article XI, Section (O) are as follows:

(O)  Public hearings shall ordinarily proceed in the following order, except that Plan Commission members can ask questions at any time during the public hearing:

1. Open public hearing with call to order and determination of quorum
2. Admit public notice, application materials, and staff report into the record
3. Initial presentation:
   a. By the applicant/development team for planned development public hearings
   b. By Zoning Committee Chair and/or staff for zoning ordinance text amendment public hearings
4. Staff comment
5. Period for citizen comment and questions
a. At the discretion of the Chair, citizen comment can be split into support and opposition, but questions are allowed at any time
b. At the discretion of the Chair, citizen questions and comments that are redundant, harassing, or irrelevant will not be allowed
6. Admit written citizen comments into the record (handwritten letters, emails, etc)
7. At the discretion of the Chair, a continuance may be granted to a date certain under the following circumstances:
   a. To allow time for the applicant/development team to review comments and suggestions
   b. To allow time for citizens to review the record and prepare questions and comments
   c. To allow time for Plan Commission members to review the record prior to deliberation
   d. To continue proceedings to a date certain due to a lack of time
8. Plan Commission deliberation to determine recommendation
9. Motion and vote
10. Close public hearing

In addition to these changes, it was proposed that Article X, Section 3 be removed since it pertains to the Klaeren case, which no longer applies. Staff will review the rules once more for other Klaeren-related changes.

III. ADOPTION OF CHANGES AND REPLACEMENT OF APPROPRIATE SECTIONS IN THE PLAN COMMISSION RULES (AS ADOPTED 12/14/05)
Member Widmayer motioned to modify the rules by adopting staff’s recommended changes to the procedures for public hearings, as amended at today’s meeting, and other changes as discussed today. Member Burrus seconded, and the vote was unanimous.

IV. ADJOURNMENT
The Plan Commission adjourned at 10:15am. The next regular Plan Commission meeting is scheduled for Wednesday, February 14, 2007 at 7pm in the Civic Center.

Respectfully submitted,

Tracy Norfleet
Planning Division