

**NLR Planning Commission**  
**September 11, 2018**  
**Agenda Meeting / Public Hearing 4:00 PM**

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**Agenda Meeting:**     ▪ Roll Call

**Reminder:**           ▪ Turn off cell phones  
                              ▪ Planning Commission procedures on back of agenda  
                              ▪ Speak into the microphone

**Approval of Minutes:**     ▪ August 14, 2018

**Development Review Committee:**

A. SD2018-61                   Collins Industrial Park, Lot 12R (Replat & SPR of expansion of  
  Westrock Coffee located at 30 Collins Industrial Pl)

**Public Hearings:**

1. Rezone #2018-15            To rezone property from R-1 to a PUD and to amend the Land Use  
  Plan from Single Family to Quiet Business to allow for commercial  
  businesses at 124 Eureka Gardens Rd.

**Public Comment / Adjournment:**

## NLR PLANNING COMMISSION MEETING PROCEDURES

**Public Hearings:** The regularly scheduled meeting is held on the second Tuesday of each month at 4:00 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.