

## MINUTES OF ZONING AND PLANNING COMMISSION / ZONING BOARD OF APPEALS MEETING

June 26, 2014

7:30 P.M.

1. Roll Call/Call to Order
2. Approval of minutes of Zoning and Planning Commission / Zoning Board of Appeals meeting held on May 22, 2014, and June 12, 2014.
3. Zoning and Planning Commission Continued Discussion  
Discussion of rules, regulations, procedures and related matters – continued from May 22, 2014.
4. Other Business

Commission Members Present: Callaway, Corrado, Frolik, Mushow, Torcasso, Whistler

Commissioner Members Absent: Hill, McCoyd, Rose

City Staff Present: Franz, Werner

After a roll call establishing a quorum, Chairman Whistler requested a motion to approve the Zoning and Planning Commission/Zoning Board of Appeals meeting minutes for May 22, 2014. Commissioner Corrado moved to approve the minutes of the May 22, 2014 Zoning and Planning Commission /Zoning Board of Appeals meeting as written. Commissioner Mushow seconded and, with a voice vote being all ayes, the motion passed.

Chairman Whistler requested a motion to approve the Zoning and Planning Commission/Zoning Board of Appeals meeting minutes for June 12, 2014. Commissioner Corrado moved to approve the minutes of the May 22, 2014 Zoning and Planning Commission /Zoning Board of Appeals meeting as written. Commissioner Callaway seconded and, with a voice vote being all ayes, the motion passed.

The Commission reviewed the minutes of the May 22, 2014 meeting as it relates to the proposed new rules and procedures for Zoning and Planning Commission/Zoning Board of Appeals public hearings and deliberation meetings. Specifically, the Commission reviewed and voted on the following proposed new rules/procedures:

1. Day of week regular Z&P /ZBA meetings are scheduled – Thursdays.  
The Commission voted 6 -0 to continue having regular meetings scheduled for Thursday evenings.
2. Start time of regular Commission Meetings  
The Commission voted 6-0 to change the start time of regular meetings to 7:00 PM, from the current start time of 7:30 PM effective January 1, 2015.

3. Length of time scheduled for regular Z&P/ZBA meetings

The Commission voted 6-0 to limit meeting length to three (3) hours effective immediately; the meetings will be scheduled for a maximum of three (3) hours unless by proper motion, second and majority vote the Z&P/ZBA Members agree to extend a meeting beyond three (3) hours.

4. Establishment of time limits for Interested Parties of five (5) minutes to present oral testimony to the Z&P Commission/Zoning Board of Appeals.

The Commission voted 6-0 to limit the oral testimony of Interested Parties to five (5) minutes, excluding the time needed to respond to Commissioner questions or cross examination. Note that there will be no limit to the amount of written testimony provided by an Interested Party that can be entered into the official record. Because the Applicant is responsible for "making the case", the Commission agreed that time limits should not be imposed on an Applicant.

Other Business –Mr. Werner briefed the Commission on upcoming cases.

The meeting was adjourned at 8:50 P.M.

Submitted by: Nathaniel J. Werner AICP, Planning and Zoning Administrator