CITY OF PRINCETON
Planning Commission
Agenda
August 15th, 2016
7:00 P.M., City Hall

1. **Call to Order**

2. **Approval of Minutes of Regular Meeting on July 18th, 2016 - Tab A**

3. **Agenda Additions/Deletions**

4. **Public Hearing:**

   A. **#16-07 Variance at 1207 7th Avenue North - Tab B**

   B. **#16-06 Lot Spilt at 1207 7th Avenue North** (Continued) **– Tab C**

5. **Old Business:** None

6. **New Business:** None

7. **Communication and Reports:**

   A. **Verbal Report**

   B. **City Council Minutes for July, 2016 - Tab D**

8. **Adjournment**

MEETING PROTOCOL

1. The chair of any board or commission has the same rights as the other board or commission members in that he/she can both make and second motions.

2. The chair of any board or commission also has the right to vote on all motions that come before the body. Historically, if there's a roll call vote (as opposed to the standard voice vote) the chair sometimes opts to vote last.

3. Generally, a board or commission member should vote on all issues before the group unless they have a disqualifying personal interest in the issue. In cases where the member has a conflict of interest, the member should:

A. Advise the board of their intent to abstain and state the conflict before the vote is taken.

B. If the member has a true disqualifying personal interest they should take the liberty of seating him/herself in the audience for the duration of the discussion (from where the member can comment on the proposal) until the vote is recorded.

4. On a voice vote, if a member does not vote 'aye' or 'nay', then the member is considered to have voted with the prevailing side. In other words, on a 5 person board, if only 2 members vote 'aye' and the others don't say 'aye' or 'nay', then the vote should be recorded as passing unanimously.

5. If the chair, or one of the member, is not sure of the outcome after a voice vote is taken the chair or member can request a roll call vote whereby the chair asks each member to indicate their preference and the final tally is taken from the results of that polling.

6. It is incumbent on all board and commission members to exhibit professionalism and maintain the respectful decorum required of a assemblage representing the public. Members (as well as the public) should raise their hand and be recognized by the chair before commenting on the issue before the body. Members should also refrain from engaging in member to member debate. The public discussion of issues should not deteriorate into an argument between members. Comments of members and of the public should be directed to the Chair, not to individual board or commission members or other members of the public. The members should also treat their fellow board/commission members and staff with respect.