1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on November 20th, 2017 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   
   A. #17-07 Rezoning from R-3 Multi-family Residential to B-2 Neighborhood Business District located at 501 Smith System Road (Continued) - Tab B
   
   B. #17-10 Rezoning from R-3 Multi-family Residential to B-3 General Commercial District located at 501 Smith System Road – Tab C
   
   C. #17-11 Rezoning three sites from B-2 Neighborhood Business District to B-3 General Commercial District located 701 Northland Drive, 703 Northland Drive, and 705 Northland Drive – Tab C
   
   D. #17-08 Variance to allow the required rear yard minimum setback of 30 feet to 17' 10” feet for new construction in B-3 General Commercial District located at 501 Smith System Road (Continued) – Tab D

5. Old Business: None

6. New Business:
   A. Casey’s Site Plan Review at 501 Smith System Road – Tab E
   
   B. Crystal Cabinets Addition Site Plan Review – Tab F
   
   C. Land Donation, Lots 3-6, Block 58, Original Townsite – Tab G

7. Communication and Reports:
   
   A. Verbal Report
      
      1) Reschedule the January and February meetings – Tab H
      
      2) Revisit C.U.P. allowing operation of a facility that offers treatment and services with housing at 1101 5th Street North

   B. City Council Minutes for November, 2017 - Tab I

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.