

Minutes
Planning Commission
Committee of the Whole
CITY AND BOROUGH OF JUNEAU
Michael LeVine, Chairman
August 25, 2020

I. ROLL CALL

Michael LeVine, Chairman, called the Regular Meeting of the City and Borough of Juneau (CBJ) Planning Commission (PC), held in the Assembly Chambers of the Municipal Building, to order at 8:42 p.m.

Commissioners present: All Commissioners present via video conferencing – Michael LeVine, Chairman; Nathaniel Dye, Vice Chairman; Paul Voelckers, Clerk; Travis Arndt, Assistant Clerk; Dan Hickok; Weston Eiler; Josh Winchell; Erik Pedersen

Commissioners absent: Ken Alper;

Staff present: Jill Maclean, CDD Director; Alix Pierce, CDD; Emily Wright, LAW

Assembly members: ~~Greg Smith~~

II. REGULAR AGENDA

Board Protocols/Processes

Mr. Levine opened the meeting with a brief explanation that the purpose of the meeting is to run through some of the basics of motions and the difference between questions and comments and when each is appropriate.

Ms. Wright briefed the Commissioners on the process of how to make a motion, how to deal with amendments and what to do with odd things that happen.

Topics covered that were discussed included:

HEIRARCHY OF RULES OF ORDER

1. Planning Commission Rules
2. Robert's Rules of Order

3. Common Sense

MOTIONS and AMENDMENTS

- Writing down a motion
 - For a complicated issue, it is acceptable to write the motion down prior to stating it
- Framing a motion in the positive
 - “I move to APPROVE/RECOMMEND and ask for a NO vote”, or
 - “I move to APPROVE/RECOMMEND and ask for a YES vote”
- Per Robert’s Rules, it is best handle no more than two amendments at a time, meaning amendments to amendments
 - Ms. Wright commented that if there are more than that, then maybe the discussion is not yet finished
- Members can ask for a short recess to formulate a motion or to ask advice of Law
- Advisory conditions should not be added. Conditions must be enforceable and within the Commission’s purview
- Friendly amendments are not allowed

ORDER OF THE MEETING

3. Questions for Staff immediately following the Staff Report means questions for the Staff member who presented
7. Applicant Closing Statements – Questions from commissioners to the applicant are allowed during this step
8. Questions for Staff following the Applicant’s closing statement is where other CBJ staff are included but NOT for the applicant. This is for questions and not for discussion.
 - After discussion with commissioners, Emily suggested she would look at amending this to allow Applicant participation in this step as well
 - Commissioners felt there should be some discussion allowed before making the motion. Mr. LeVine stated that at times, some discussion is useful as it brings up new questions.

FRAMING A QUESTIONS AND MOTIONS

- Ms. Wright reminded the members whenever possible to reference the Code or other authority that they are relying on when making a motion or asking a question.
- Ms. Maclean reminded members they are allowed to add findings and conditions but they will need to have the Code reference for that as her staff might not be able to find those during the meeting.

Mr. LeVine reminded the members that if they have questions, they are encouraged to call CDD staff before meetings and ask their questions.

DECLARING A CONFLICT

- The proper time to declare a conflict is after the Chair calls the agenda item in question

III. **OTHER BUSINESS** – None

IV. **REPORT OF REGULAR AND SPECIAL COMMITTEES** – None

V. **ADJOURNMENT** - 9:55 p.m.