

# Agenda

## Planning Commission - Committee of the Whole City and Borough of Juneau

August 25, 2020  
Virtual Meeting Only  
7:00 PM

This meeting will immediately follow the Regular Planning Commission meeting. This virtual meeting will be by video and telephonic participation only. To join the webinar, paste this URL into your browser: <https://juneau.zoom.us/j/98448578917>. To participate telephonically, call: 1-346-248-7799 or 1-669-900-6833 or 1-253-215-8782 or 1-312-626-6799 or 1-929-436-2866 or 1-301-715-8592 and enter Webinar ID: 984 4857 8917.

- I. **ROLL CALL**
- II. **REGULAR AGENDA**
  - A. Board Protocols/processes
- III. **OTHER BUSINESS**
- IV. **REPORT OF REGULAR AND SPECIAL COMMITTEES**
- V. **SUPPLEMENTAL MATERIALS**
  - A. Additional Materials Packet for August 25, 2020 Committee of the Whole
- VI. **ADJOURNMENT**

# **Additional Materials**

## **Regular Planning Commission Meeting**

Assembly Chambers

7:00pm

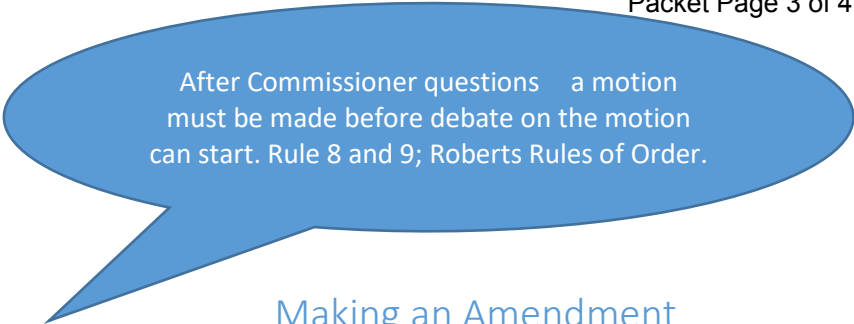
Meeting Date: August 25, 2020

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### **1. Rules of Order Cheat Sheet**

**RULES of ORDER CHEAT SHEET**

- 1st = Planning Commission Rules
- 2nd = Robert’s Rules
- 3rd = Common Sense



**Making a Main Motion**

**PC Rule 11  
Robert’s Rules of Order**

FIRST: Primary Motion Made  
I move \_\_\_\_\_.

Ex. I move to approve WCF 1234 as presented by the Director of CDD and ask for unanimous consent.

Ex. I move to approve WCF 1234, striking condition 1 and 2.

Ex. I move to approve WCF 1234, amending the findings in item A to state “XYZ.”

NEXT: Discussion and Debate on the Motion

If you have made a motion and subsequent discussion changes your mind – you may amend your own motion or withdraw it and yield the floor to another Commissioner to make a new motion. This must be done before the Chair restates and calls for a vote. Once a vote is called, a vote must be taken.

FINALLY: The Chair will call a vote.

If your main motion fails, a new main motion should be made.

If a main motion passes (for permit approval), a NOD will be signed by the Chair and provided to the Clerks.

\*After a main motion passes, a Commissioner may provide “notice of reconsideration” per Rule 15. A motion for reconsideration, if made, would be taken up at the next meeting unless there is a motion for immediate reconsideration (per Rule 13), which is taken up immediately.

**Robert’s Rules on Positive Motions =**

- Ex. I move to approve XYZ, and ask for a no vote.
- Ex. I move to approve XYZ, and ask for a yes vote.
- Make a record, explain why yes or no recommendation.

**Making an Amendment**

**PC Rule 11  
Robert’s Rules of Order**

FIRST: Main Motion made

NEXT: A Commissioner may make an amendment to the main motion.

- An amendment may
1. Add words or phrases
  2. Strike words or phrases
  3. Substitute words or phrases

An amendment must be relevant to the underlying motion; it cannot negate the action of the underlying motion. \*Think about this question ... What does “amend” mean?

Ex. I move to amend the motion to approve WCF1234 as presented by the Director, by removing the sunset clause.

Ex. I move to amend the motion to approve WCF1234 as presented by the Director, by striking conditions 1 and 2.

\*After discussion and debate on the motion, you may modify or amend your own motion or withdraw it completely.

Best practice is one amendment at a time.

\*Note: keep in mind that if you are confused – someone else likely is too!

**Motion Do’s and Don’ts**

- DO write down your motions so they are clear.
- DO ask for a short recess if you need time to formulate a motion or want to talk to the attorney.
- DON T make a friendly amendments.
- DON T make seconds.
- DON T propose an amendment that is the exact opposite of the original motion; just vote.
- DON T add in advisory conditions a condition must be within the PC s purview and enforceable.

## Asking Questions

### PC Rule 8

- Is it a question or a statement?
- Are you asking the right person?
- Has the question already been asked?
- What finding or recommendation does your question relate to?
- Is your question relevant to the decision you being asked to make?
- Is your question relevant to Title 49?
- Is your question relevant to a public comment that you received?
- Is your question a legal question or a staff question?  
Note: keep in mind that as you review the packet if you have questions that may need research – you can contact CDD or Law ahead of time. We will disclose the question and answer at the meeting to ensure everyone has access to the information.

Resources?

Watch an assembly meeting!  
Ask the Chair or other Commissioners.  
Reach out to CDD or Law.  
Don't be afraid to ask for a break.

### Order of the Meeting – AGENDA ITEMS

1. Chair Calls the Agenda Item
2. Staff Report Presented
3. Questions for the \*Staff Person Who Presented
4. Applicant Presentation (10 minutes)
5. Questions for the Applicant
6. Public Testimony (questions for the public)
7. Applicant Closing Statements
8. Questions for Staff (all CBJ staff – NOT the applicant, ex. Applicant = Lands) \*No discussion
9. Chair Calls for a Motion
10. Motion on the Agenda Item Made (And ask to Speak on Motion)
11. Commissioner Who Makes the Motion May Speak to the Motion if he/she wishes
12. Chair will ask if there are Objections
13. Objections Made (if any)
14. Commissioner who makes the Objection May Speak on the Objection
15. Comments and Discussion by Commissioners
16. Amendment(s) Offered if Any (follow #10-13)
17. Chair will Call for the Vote
18. Chair will Restate the Question on the Table
19. Vote Taken on Amendment(s)
20. Vote Taken on Original Motion

### FRAMING QUESTIONS AND MOTIONS

Always refer back to your purview – stay on track and make a record –

#### **Title 49, Title 53, or other as designated by CDD**

If it is not clear, ask CDD staff what your decision points are or what the controlling code provisions are.

### **Declaring a Conflict**

Code provision = 01.45, 01.45.005, 01.45.008

**Question:** Is it substantial personal interests or substantial financial interests? Is it substantial and material or is it inconsequential and unavoidable in a free society?

**CALL** the CBJ attorney before the meeting to discuss your potential conflict. When in doubt, declare it.

#### **When to declare?**

On consent agenda = after the Chair calls the consent agenda. On regular agenda = after the Chair calls the regular agenda item.