



# STAFF REPORT

## Planning Commission

### AN AMENDMENT TO THE RULES AND PROCEDURES FOR CONDUCT OF PLANNING AND ZONING COMMISSION MEETINGS.

**DATE:** August 1, 2023

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**Initiated By:** Planning and Development

**Approved By:**

**Financial Impact:** No Impact/Not Applicable

**Community Plan 2030:** LU-5:Development Codes & Regulations

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#### **FACTS:**

In an effort to focus on matters directly related to Planning and Zoning, it is proposed that the Public Comment section pertaining to items not included on the agenda be removed from the Rules and Procedures for Conduct of Planning and Zoning. Additional changes have been proposed to help streamline the meetings and application process.

#### **DETAILED ANALYSIS:**

Proposed Changes include the follow redline excerpts:

III.F.2 All information, required by the Planning and Development Department as part of any application process, must be provided to the Planning and Development Department by a date ~~not later~~ no less than thirty (30) days prior to the scheduled date of hearing before the Commission.

III.G.1.c. ~~Public Comment:~~

~~Public comment shall be taken, during which any member of the audience may comment on any matter touching or concerning the City of Branson which is not listed on the agenda for public hearing. A time limit of 5 minutes may be imposed on each individual if the Chairperson so directs.~~

III.G.2.1 Persons commenting to the Commission shall provide their name and ~~address~~ city/township in writing for the record.

III.G.2.2 If there are numerous people in the audience who wish to participate on the ~~issue~~ agenda item, and it is known that all represent the same opinion, a spokesperson should be selected to speak for the entire group, if possible. The spokesperson will thus have the opportunity of speaking for a reasonable length of time and of presenting a complete case.

**BACKUP DOCUMENTATION:**

Staff Report Exhibit 1- Rules and Procedures for Conduct of Planning and Zoning Commission Meetings (Redline Version)

Staff Report Exhibit 2- Amended Rules and Procedures for Conduct of Planning and Zoning Commission Meetings