

PC MEETING MANAGEMENT - THE GOOD, THE BAD, AND/OR, THE UGLY

Wilf Sommerkorn, ULUI

John Janson, AICP

Public Meetings are part of Government!



Right to attend, see and hear public's business



Wisdom of the Crowd



Public Speakers!



▣ But sometimes the crowd brings this!



We are from the Government!

- ▣ We are always part of the “plot” to:
 - Change our world
 - Build Build Build – all you want is density!
 - Destroy our lifestyle
 - And maybe some left-wing thang like encourage diversity at least in housing types!

Let's discuss – what are
you hearing?

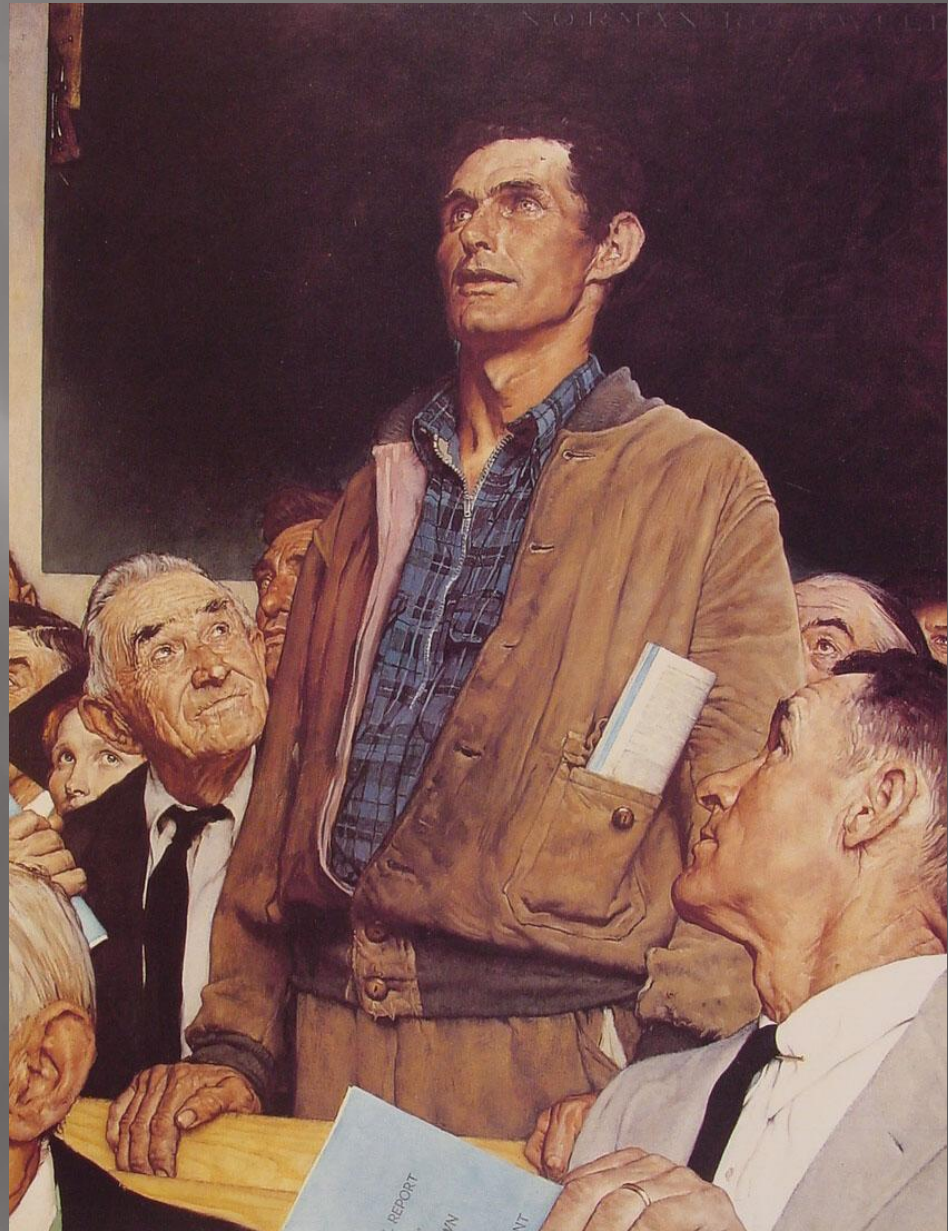
DISSENT

Difference of
Opinion

Allow, encourage

Sometimes have info
others in the group
do not

Listen to understand
the different point of
view

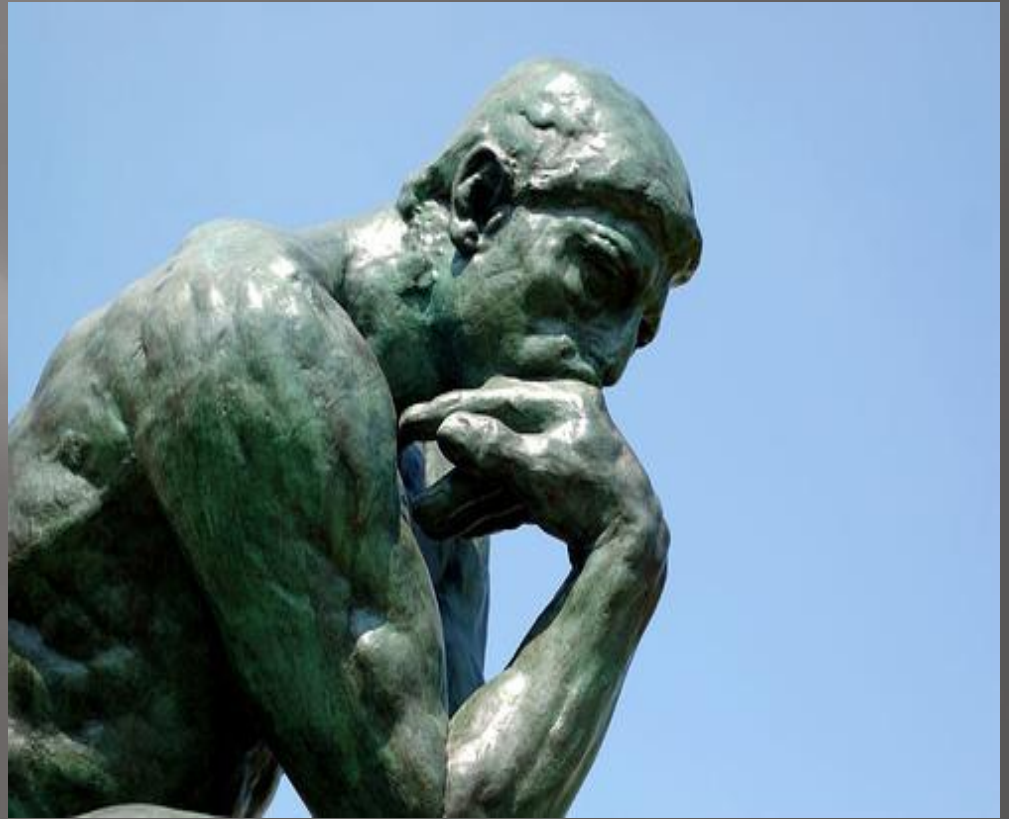


A single
dissenter
can make a
difference!



Make Conclusions Independently

Your ideas, not
someone else's!





Voting is the Aggregate of Individual Choices

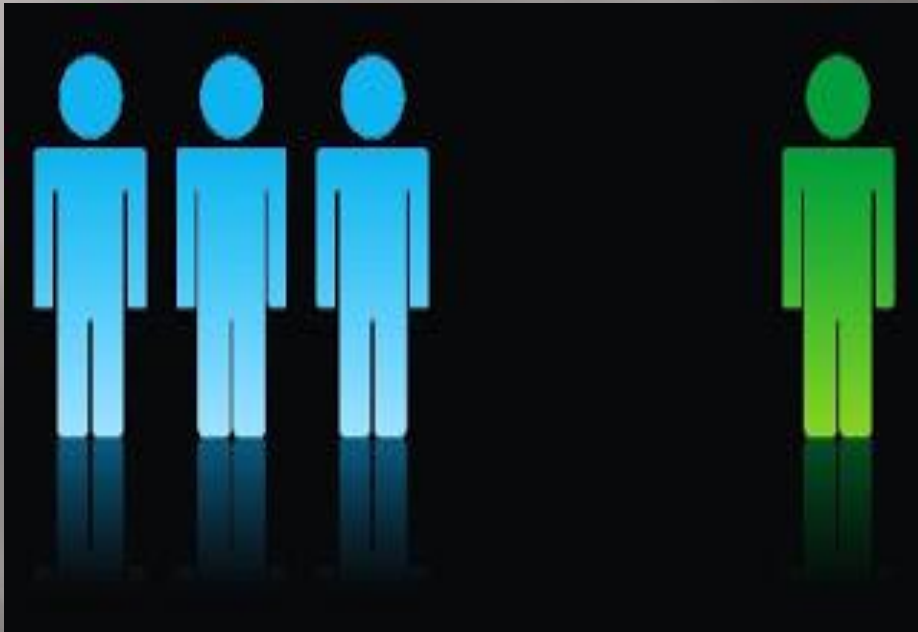
Anonymous
works best!

Random order
helps

Sequential Voting



Group Influence



“Experts?”



Polarization happens!



De-Polarizing Groups (respect varying opinions)



Have a Discussion (Disagree Better!)



Figure out how your group makes decisions best



Stick with your agenda!

BYLAWS (gotta have 'em!)

- ▣ **Officers – what, how selected, duties, training requirements**
- ▣ **Meetings – when and where, noticing, quorum**
- ▣ **Declare conflicts of interest**
- ▣ **Agendas – staff role, designation of items, order, changing order**
- ▣ **Order of process**
- ▣ **Hearings – rules of procedure**
- ▣ **Actions – motions, rules, voting**
- ▣ **Decisions – legislative, administrative, findings, announcement**
- ▣ **Bylaw amendments - process**

Agenda Suggestions

PUBLIC CAN ATTEND IN PERSON, OR:

Click the link to join the webinar: <https://us02web.zoom.us/j/81873716550> Webinar ID: 818 7371 6550

Or Telephone Dial: 1 669 900 9128 or 1 253 215 8782 or 1 346 248 7799 or +1 646 558 8656

YouTube: <https://www.youtube.com/channel/UCriqbePBxTucXEzRr6fclhQ/videos>

Welcome: Chairman Thomas

Invocation or Thought: Commissioner Webb

Pledge of Allegiance: Commissioner Green

1. Roll Call
2. Ex parte communications or conflicts of interest to disclose
3. Public comments for items not on the agenda*

ADMINISTRATIVE ITEMS

4. SPR 2023-11 Consideration and action on an administrative application, Site Plan review of Little Dreamer's Pre-School, located at approximately 571 East 3300 North
Presenter: Scott Hess, Community and Economic Development Director

LEGISLATIVE ITEMS

5. ZTA 2023-04 Public hearing, consideration, and recommendation on a legislative application to amend North Ogden City Code 11-3: Hearing and Publication Notice Provisions to align the requirements with Utah State Code
Presenter: Scott Hess, Community and Economic Development Director
 - a. Public Hearing
 - b. Consideration and recommendation
6. ZTA 2023-05 Public hearing, consideration, and recommendation on a legislative application to amend Site Triangle references in Title 11
Presenter: Scott Hess, Community and Economic Development Director
 - a. Public Hearing
 - b. Consideration and recommendation
7. ZTA 2023-06 Public hearing, consideration, and recommendation on a legislative application to amend Residential Fencing Standards to consider 8-foot-tall Deer Fencing for the protection of private property
Presenter: Scott Hess, Community and Economic Development Director
 - a. Public Hearing
 - b. Consideration and recommendation

PC: TWO MAIN APPLICATION TYPES

LEGISLATIVE

ADMINISTRATIVE

Meetin's

▣ Public Hearing

▣ Public Meeting

What's the difference?

Legislative Actions



- ▣ Adoption or amendment of General Plan
- ▣ Adoption or amendment of Land Use Ordinances
- ▣ Zonings or rezones
- ▣ Annexations
- ▣ Development agreements, MDAs
- ▣ Adoption of fee schedules
- ▣ PW Standards and Specifications

- ▣ These are all Referable (what's that mean?)

Public Hearing Procedure Suggestions

- ▣ **Chair can suggest:**
- ▣ **Sign up to speak**
- ▣ **Time limits**
- ▣ **Alternate pro-con**
- ▣ **Appoint spokesperson**
- ▣ **Don't repeat, please**
- ▣ **No outbursts please - respect**
- ▣ **Don't respond to direct questions or engage in dialog (no back and forth – just listen. Answer questions at end**
- ▣ **If things get crazy, recess, removal, continue to a future date**



Administrative Actions



- ❑ Issuance of building permits
- ❑ Permitted use Site plan reviews
- ❑ Conditional use permits
- ❑ Subdivision reviews
- ❑ Land use application approvals

- ❑ Not referable but can be appealed
- ❑ Notice?

Public Meeting

POSTED AND
NOTICED

OPEN TO THE
PUBLIC

AGENDA WITH
ITEMS LISTED

PUBLIC INPUT
NOT
REQUIRED

Public Hearing

Posted and Noticed
Happens within a public
meeting on a specific
agenda item

Input required – anyone
can comment

Can limit time of input –
must be uniform (due
process)

Can suggest not repeating
comments

Respect each other

Can accept written
comments (emails)

Can continue to another
night or motion with
conditions (DA?)

Possible Procedure for each agenda item

- ❑ Staff presentation
- ❑ PC questions of staff
- ❑ Applicant presentation
- ❑ PC questions
- ❑ Public hearing (if required)
 - Chair opens
- ❑ Applicant responds to public hearing comments
 - Chair closes
- ❑ PC discussion and questions of staff
- ❑ Action – recommendation or decision



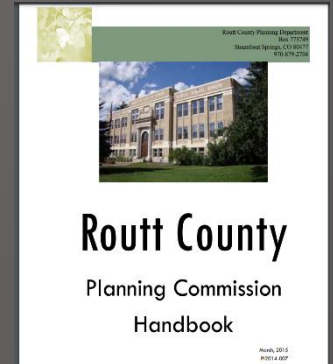
The Chair is IN CHARGE!

- ▣ You are in control
- ▣ Moderator/referee
- ▣ Control the flow
- ▣ Get things done!
- ▣ Respect!
- ▣ Be reasonable



Responsibilities of the Chair

- **Run the meeting**
- **Maintain order**
- **Keep business moving**
- **Manage public testimony**
- **Prevent arguments**
- **Understand parliamentary procedure**
- **Tie things together**



It's Time for the Meeting!



- ▣ Chair should:
- ▣ Arrive early
- ▣ Confer with staff – changes?
- ▣ Start on time!
- ▣ Welcome members, visitors
- ▣ Indicate any agenda – changes?
- ▣ Takin' care of business
 - Minutes
 - Conflict Declarations
- ▣ On to the agenda items
 - Explain admin, legislative
- Open and close agenda items
- Summarize the action taken

PC member responsibilities before the meeting

- Read the staff report and/or applications
- Complete applications?
- Review agenda with staff
- Assure attendance— alternates needed?



Role of staff!



If you have any!

- *Interact with applicant*
- *Assure a complete application before going to PC*
- *Keep you updated on State Law changes*

Staff Report components

- ▣ PC meeting date, app info
- ▣ Summary of the proposal (one paragraph)
- ▣ Recommendation (could be at the end?)
- ▣ Full project or amendment description –area info, existing conditions, relationship to GP
- ▣ Discussion/Issues – including how to resolve any issues
- ▣ Application history, if any
- ▣ Fiscal Impact (if applicable)
- ▣ Consider Alternatives
- ▣ Potential motions
 - Approve as presented
 - Approve with conditions & amendments
 - Deny with reasoning/findings
- ▣ Exhibits – application, site plan, text

Noticing

- ▣ It has changed – Class A and Class B
- ▣ Class A is for items that are more administrative and only need a public meeting
- ▣ Class B are legislative actions – courtesy notice to affected property owners and a 10 day advance notice to “affected entities”
- ▣ Standard requirements for your agenda – Utah Public Notice Website, your webpage, and whatever your ordinance says, such as posting a property, post agenda in a place often seen by your residents, !

- ▣ Example – you want to eliminate “egg candling” in your commercial zones – mail out to all in your commercial zones?
 - Cost, time, effort, confusing to explain, who cares????
 - Do you need to?

THANKS FOR THE
MEMORIES!

