

# **CITY OF NORTH KANSAS CITY, MISSOURI SPECIAL PLANNING COMMISSION MEETING**

**April 30, 2020  
6:00 p.m.**

**Due to the recommendations of the Centers for Disease Control and the Stay at Home Order issued by Mayor Don Stielow and the Clay County Health Department, this meeting will be held virtually, with Planning Commissioners and City staff joining the meeting on an online platform.**

- 1. Call to order**
- 2. Approval of April 30, 2020 agenda**
- 3. The purpose of this meeting will be a test the new meeting format. This will help prepare the Planning Commission and Staff for the upcoming Regular Commission Meeting on May 7, 2020.**

**Master Planned Development for Cookie Factory, 701 E. 21<sup>st</sup> Ave.**

- a. Staff Review of Procedure**
  - b. Applicant Presentation**
  - c. Staff Report**
  - d. Public Comments**
  - e. Commission Action**
- 4. Adjourn**

## **NKC Planning Commission Virtual Meeting Procedures**

### **For all Commissioners:**

- Commissioners may join the Zoom meeting anytime after 5:30pm. Please plan to join the meeting by 5:45pm at the latest to provide time to resolve any connection issues.
- Commissioners must join the meeting by video. If you are not seen on the video platform, you will not be able to vote during the meeting.
- All Commissioners should edit their name on the screen to identify them as a Commissioner. We recommend "PC – Name."
- To cut down on background noise, please keep your microphone muted when you are not speaking.
- Remember that there might be some lag on the platform, especially as you mute and unmute your microphone. Please be patient with yourself, your device, and others.

### **Meeting Actions:**

- The Chair will call the meeting to order and ask for a motion on each action.
- At the beginning of each meeting, staff will make a statement about the virtual platform and meeting logistics as a reminder for participants.
- Commissioners making a motion or seconding a motion should announce their name when doing so. (Such as: "Commissioner Smith moves that the minutes be approved." "This is Commissioner Jones; I second the motion.")
- Staff will restate the motion after it has been seconded and call the roll for the vote. Every vote on the virtual platform will be taken by roll call.
- When an agenda item has a presentation, it will be shared from a staff device. Screen sharing will be ended when the presentation is over, prior to a motion being made.
- For public hearings, after the Commission has opened the public hearing, staff will ask members of the public wishing to speak to raise their hands. Staff will call on each person wishing to speak.

### **For Applicants:**

- Applicants must provide any presentation materials they wish to use during the meeting in advance to staff. All presentation materials will be shared by staff. No other materials will be shared.
- Please plan to join the meeting by 5:45pm at the latest to provide time to resolve any connection issues.
- Applicants should keep their microphone muted and video off until their application is taken up by the Commission.

### **For the Public:**

- Anyone wishing to speak during a public hearing is asked to use their real name on their screen and use the "raise hand" feature to be recognized. Those joining by phone may use \*9 to indicate that they would like to speak.
- After being recognized, each speaker is asked to state their name and address for the record.
- Written comments submitted prior to the meeting will be read by staff during the public hearing.