

# City Council Meeting Guide

## Meeting Procedures:

The City Council considers applications for development proposals, as well as Rezoning Requests, Comprehensive Plan Amendments and Amendments to City code (public hearings), typically after the Plan and Zoning Commission has made a recommendation on the request. Actions related to development such as accepting easements, agreements or public improvements will also be reviewed and approved by the City Council.

Meetings are scheduled for the first and third Mondays of the month. Meetings start at 5:30 pm and are held in the Council Chambers at City Hall, unless noted differently in the posted notice.

## Decision-Making:

- ❖ The City Council consists of five Council members and the Mayor (non-voting).
- ❖ Three members are considered a quorum. A quorum of the Council is needed to start the meeting.
- ❖ A majority of the 5 members will need to vote yes for a Resolution or Ordinance to pass.
- ❖ A tie vote is considered a denial of the motion.
- ❖ A yes vote from a super majority (4 members) would be necessary for passage in the case of a written protest against an amendment or rezoning change or to overturn a recommendation from the Plan and Zoning Commission.

## Public Hearing Procedures:

1. The Mayor introduces the item and opens the public hearing.
2. **Unless the item is unique or controversial, the applicant and/or their consultants will not present the project to the Council.**
3. The Mayor will then ask for any public comment from the audience. The applicant or staff may be called up after the public comment period to answer any questions or clarify information for the project.
4. The public hearing is closed.
5. The Council will then deliberate on the item and vote.
6. Ordinance actions consist of a motion to consider the reading and then a second motion to approve the reading. If the first reading is passed, the second reading will occur at the next scheduled Council meeting. The third reading can be waived and the ordinance adopted at the same meeting as the second reading if the first reading was passed unanimously (two meetings for adoption.) If the third reading is not waved, it will occur at the next scheduled Council meeting after the second reading (three meetings total for adoption.)

## New or Old Business Procedures:

1. The Mayor introduces the item.
2. **Unless the item is unique or controversial, the applicant and/or their consultants will not present the project to the Council.**
3. The applicant or staff may be called up to answer any questions or clarify information for the project.
4. The Council will then deliberate on the item and vote.