



## CITY OF ALBION PLANNING COMMISSION

### REGULAR MEETING

TUESDAY, OCTOBER 20, 2020

ZOOM MEETING

7:00 P.M.

## AGENDA

- I. Call to Order (Reminder: turn off cell phones)
- II. Roll Call of the Commission
- III. Approval of Prior Meeting Minutes:
  - September 15, 2020
- IV. Correspondence
- V. Order of Business
  - A. Review/Approve Site Plan for Erecting Addition to Existing Structure & Parking Lot Alteration for Sinclair Design, & Engineering, 1104 Industrial Avenue
  - B. Excuse Absent Board Members
- VI. Public Comments (Persons addressing the Planning Commission shall limit their comments to no more than three (3) minutes. Proper decorum is required.)
- VII. Adjournment

#### PLANNING COMMISSION PUBLIC HEARING PROCESS

- 1) The Planning Commission Chair opens the hearing
- 2) Chair summarized the process
- 3) Staff presents report on applicant's request
- 4) Chair reads any correspondence into the record
- 5) Public speaking portion of hearing
  - Individuals in support
  - Opposition speakers
  - Questions & rebuttal (directed through the Chair)
  - Public speaking portion of hearing closed
- 6) Finding of facts
- 7) Board begins deliberations
- 8) Motion is made
- 9) Roll call vote taken