

Town of Cary  
Planning and Zoning Board  
**Agenda**  
**October 23, 2017**  
6:30 PM  
Council Chambers  
316 N. Academy Street, Cary Town Hall, Cary, NC 27513

Thank you for attending the Cary Planning and Zoning Board meeting. For your convenience, and to help you follow along with our meeting, we have included procedural explanations for agenda items. If you would like to speak at any of the public hearings on this agenda, please take a seat in the area shown as reserved and complete a comment card (located near the reserved seats or at the clerk's table). Take a moment to locate the item of interest to you on the agenda and read the procedures and speaking rules that pertain to that item.

*Please note that the Planning and Zoning Board does not make final decisions on items; rather, they make recommendations for the Town Council's consideration and to move agenda items to the next step in the process.*

**A. Call to Order**

**B. Adoption of Agenda (and Amend, if applicable)**

**C. Approval of the Regular Meeting Minutes**

**1. Planning and Zoning Board - Regular Meeting – September 25, 2017**

***Public Hearing Process and Speaker Rules:***

- *Staff will introduce the proposal at the podium farthest from the clerk.*
- *The Chair will open the public hearing.*
- *The applicant will present the case at the podium closest to the clerk. The applicant's presentation is limited to ten (10) minutes.*
- *After the applicant's presentation, the Chair will allow one person at a time to approach the podium via the aisle behind the clerk.*
- *The speaker will give the clerk the completed comment card and any handouts for the board.*
- *The speaker will step to the podium closest to the clerk and clearly state his/her name.*
- *Each speaker has up to five minutes. A timer on the podium will show a green light for the first 4.5 minutes, a yellow light for the last 30 seconds and a flashing red light when time has expired. In order to be fair to all public hearing speakers, the Chair will strictly enforce the five-minute time limit.*
- *Speakers should adhere to the following rules:*
  - *Be concise;*
  - *Avoid repetition;*
  - *Adhere to the five-minute time limit;*
  - *Designate a spokesperson for large groups; and*
  - *Direct comments to the full board and not to an individual member.*
- *The board will not interact with public hearing speakers. Their role is to listen and carefully consider the speaker's comments.*

- *Speakers may return to their seats from any aisle after concluding their remarks.*
- *The Chair will close the public hearing when there are no more speakers.*
- *The board may ask questions of the applicant.*
- *The board may ask questions of the staff and discuss the case.*
- *The board will take action and will clearly explain that action to the public. Examples of proposed actions may include forwarding to Town Council meeting or conducting a community workshop*

**E. Cases requiring a public hearing:**

1. **17-REZ-07 Urban Drive Rezoning – Presented by Meredith Gruber**

***Procedures for requests with no public hearing:***

- *Staff will introduce the proposal at the podium farthest from the clerk.*
- *The applicant will present the case at the podium closest to the clerk. The applicant's presentation is limited to ten (10) minutes.*
- *The board may ask questions of the applicant.*
- *The board may ask questions of the staff and discuss the case.*

**F. Cases without a public hearing:**

1. **17-REZ-18 Chapel Hill Road Rezoning – Presented by Debra Grannan**

**G. New/Old Business**

1. Appoint a Vice-Chairperson
2. Review Calendar for 2018
3. 2017-18 Board Work Plan/Goals

**H. Closed Session (may be called)**

**I. Adjournment**

Please contact Planning Department at (919) 380-4264 or [ann.lepore@townofcary.org](mailto:ann.lepore@townofcary.org) with any questions about this agenda. Visit our website for more detailed information about each agenda item.

The Town of Cary is committed to providing all citizens with the opportunity to participate fully in the public meeting process. Any person with a disability who needs an auxiliary aid or service in order to participate in any meeting may contact the Town Clerk at least 48 hours prior to the meeting. The email address is [virginia.johnson@townofcary.org](mailto:virginia.johnson@townofcary.org); the phone number is (919) 469-4011; the TDD number is (919) 469-4012.

Planning and Zoning meetings are cablecast live on Time Warner Cable 11 and AT&T Uverse 99 and are streamed live on the Town's website, [www.townofcary.org](http://www.townofcary.org). Meetings are re-cablecast the same week on Tuesday at 9:30 a.m. and Wednesday at 6:30 p.m. Meetings are archived in the Cary TV section of [www.townofcary.org](http://www.townofcary.org) as well as at [www.youtube.com/TownofCarychannel](http://www.youtube.com/TownofCarychannel).