

**PLANNING & DESIGN COMMISSION
CITY OF NORTH OLMSTED
AGENDA FOR OCTOBER 14, 2009
7:30 PM**

ROLL CALL

REVIEW AND CORRECTION OF MINUTES

Planning & Design Commission minutes of September 9, 2009 and September 23, 2009 have been submitted for approval.

NEW BUSINESS

CMSO9-11 Harry Buffalo; 2824 Great Northern Blvd.

Proposal consists of a building addition and site modifications. Note: Variances are required.

COMMUNICATIONS

Building Department Report

2009 Planning & Zoning Workshop flyer

ADJOURNMENT

PLANNING & DESIGN COMMISSION PROCEDURES

The following procedures will be observed during all Planning & Design Commission meetings for old and new business.

1. The agenda item is introduced by the Chair, and the applicant is requested to step to the podium.
2. Reports are given by the Planning Department, Building Department, Engineering Department, and Law Department.
3. The applicant is invited to make their presentation.
 - a. Applicant introduces himself/herself along with any colleagues. All are asked to state their name, address, and representative company.
 - b. The applicant makes their presentation (typically 10 minutes unless the Chair permits an extension of time).
4. Planning & Design Commission members review plans and presentation materials, ask questions for clarification, and offer their comments and input.
5. The public is invited to make comments.
 - a. Individuals state their names and addresses.
 - b. Individuals have three minutes to make statements or ask questions. Any questions should be directed to the Planning & Design Commission, not the applicant. The Chair may permit an extension of time. Effort should be made not to repeat comments that have already been made.
 - c. Spokespersons for groups or associations of residents are asked to speak first.
6. The Chair may ask the applicant to respond to public comments, if necessary.
7. Planning & Design Commission members deliberate and consider all presentations, comments, and questions. The Chair calls for a motion on the application.

Thank you for your cooperation.