

**Detroit Historic District Commission**

**RESOLUTION 21-05  
Scheduling and Conduct of Meetings and Hearings**

**BY COMMISSIONER \_\_\_\_\_**

**WHEREAS**, the Detroit Historic District Commission has established Rules of Procedure for fulfilling its powers and duties per Section 21-2-56 of the 2019 Detroit City Code, and those Rules may be revised by an affirmative vote of a majority of the members serving; and,

**WHEREAS**, the Commission recognizes that its monthly Regular Meetings continue to require several hours to review all pending applications, often running late into the night; and,

**WHEREAS**, the Commission recognizes that reviews for projects occurring at late hours are a disservice to both the public, the Commissioners, and city staff; therefore,

**BE IT RESOLVED** that the Commission hereby amends its Rules of Procedure and other previous Resolutions setting meeting times, per the points below:

- Effective *immediately*, monthly Regular Meetings of the Commission shall be scheduled to begin at *1pm* on those dates previously established
- Staff is directed to assign a docketed hearing start time printed on the agenda for each case under review, beginning 10 minutes after the Regular Meeting start time, and subject to the following Rules:
  - For Public Hearing cases, each case will be assigned a hearing start time separated by 30 minutes
  - For non-public hearing cases, each case will be assigned a hearing start time separated by 15 minutes

**BE IT FURTHER RESOLVED** that the Commission amends its Rules of Procedure to limit the applicant's presentation in a Public Hearing case to 20 minutes, and in a non-public hearing case to 10 minutes, subject to extension via majority vote of the members present.

**BE IT FURTHER RESOLVED** that the Commission also amends its Rules of Procedure to allow the hearing of the next available non-public hearing case at any point in the Meeting, should another docketed hearing be resolved prior to the start time of the next docketed case, subject to the availability of the applicants, until all such cases are exhausted. Should no additional non-public hearing cases be available, and no New or Old Business for discussion be necessary, the Commission will be in recess until the next scheduled docket time, at the Chair's discretion.

**BE IT FURTHER RESOLVED** that the Commission also amends its Rules of Procedure to order that during the consideration of any particular case, once the applicant presentation and public comment segments are concluded, and the Chair has asked the Commission to commence

its discussion, no persons who are not members of the Commission may participate in the discussion without the explicit recognition of the Chair, except in response to a direct question of a Commissioner.

**BE IT FURTHER RESOLVED** that the Commission directs staff to formalize the above changes into a revised Rules of Procedure for the Commission's review at the next Regular Meeting, subject to the availability of law department review and support.

Dated: May 5, 2021

DRAFT