

HALL COUNTY

Hall County Planning Commission Procedures and Motion Training

Katie Ahmed, Director of Planning and
Zoning



Components of a Motion

The Action Statement

- A clear motion that states all conditions if needed

Second

- Acknowledging the motion needs to be discussed and does not mean you are in favor of the motion

Chairperson restatement

- Repeats the motion to ensure understanding

Discussion

- Add conditions or state reasons for support or opposition

Vote

- Chairperson will ask for all those in favor and then all those opposed

Result Announcement

- Chairperson will state result and follow up information relating to the application



Motion to Amend the Agenda

Used when a Commissioner wants to change the order of items or add/remove an item from the agenda.

"I make a motion to move Item 5 to before Item 1"

"I move to add an additional item, item 7 to discuss proposed Unified Development Code updates"



Motion to Amend the Minutes

"I move to amend the November 2, 2026 minutes to reflect that I did not second item 7. That was Commissioner Castleberry"



Multiple Applications for the Same Address

Director must read both items for the record.

"These items can be heard together but decided separately"

- Staff presents both at the same time
- Applicant presents both at the same time
- 1 public hearing
- Multiple separate votes



Old Business

When an item was tabled at a previous meeting.

There must be a motion, second, and vote to remove an item from the table.

"I move to remove item 1 from the table"

"Second"

"If there is no discussion, all in favor?"

"This item is removed from the table"



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Example Application



Agenda Item

6752 Shoal Creek Road | Rezone | from Planned Commercial Farm District (PCFD) to Agricultural 1 (AG-1) | on a 16.913± acre tract located on the east side of Shoal Creek Road approximately 0.25 miles northeast from its intersection with Eubanks Creek Drive | Zoned PCFD; Tax parcel 12060 000006 | **Proposed use: Second dwelling | Commission District 3 | Lori Lynn Monty, applicant**



The Chair will give the Director the floor to state the item on the agenda.

"Item 1 is at 6752 Shoal Creek Road to Rezone from Planned Commercial Farm District to Agricultural 1. This is on a 16.913± acre tract located on the east side of Shoal Creek Road approximately 0.25 miles northeast from its intersection with Eubanks Creek Drive. It is currently zoned PCFD and is Tax parcel 12060 000006. The Proposed use is a Second dwelling. It is located in Commission District 3 and Lori Lynn Monty is the applicant"



The Chair will recognize staff to present.

The Chair will recognize the applicant to present for up to 10 minutes with reservation of time to rebut.

The Chair will open the public hearing and ask for anyone who wishes to speak in favor. 7 may speak at 3 minutes each.

The Chair will then ask for those who wish to speak in opposition. 7 may speak at 3 minutes each.



The Chair will then close the public hearing and ask the applicant to come to the podium. Any time the Applicant did not use to speak or answer questions may be used as rebuttal.

The Planning Commission may ask the applicant, staff, or those who spoke during the public hearing clarifying questions.



Motions Available

I move to withdraw the application

I move to deny the application

I move to table the application to the Month, Day, Year meeting.

I move to approve the application with the following conditions

I move to approve the application



What follows next?

"Second"

"There has been a motion and a second. Is there any discussion?"

"We discussed limiting the property to one driveway, can we add that as a condition?"

"I amend my motion to approve with all the conditions previously stated and add condition 7 to add only one driveway be allowed on this property"

"Second"

"There has been a motion and a second is there any discussion? Seeing none, all in favor?"



Ties - When Recommending to the Board

- In the case not all 5 members are available to vote there can be a tie.
- **IF** the item is going to the Board of Commissioners there can be a tie which means that the Planning Commission gives No Recommendation because of the tie.
- Example: A motion to deny was made by PC 1 and seconded by PC 2.

Vote:

PC 1 Aye

PC 2 Aye

PC 3 Nay

PC 4 Nay



Ties - When HCPC is the Deciding Body

- In the case not all 5 members are available to vote there can be a tie.
- A failed motion is not a final decision
- The Planning Commission must then:
 - Consider alternative motions
 - Table the item to a future meeting
 - Work to a final decision that allows the applicant to pursue any available appeal to the Board of Commissioners or further review under the UDC



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QUESTIONS/FURTHER DISCUSSION

