



**CITY PLAN COMMISSION  
RULES COMMITTEE  
Tuesday, April 8, 2025**

**Minutes**

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**Members Present:** Neal Sleeper (Chair), Deborah Carpenter (Vice-Chair), Brent Rubin

**Members Absent:** Aaliyah Haqq

**Commissioners Present:** None

**City Staff:** Andreea Udrea, Megan Wimer, and Jorge Mendoza (Planning and Development), Laura Morrison (City Attorney's Office), Gus Khankarli (Transportation and Public Works Department)

**Public Present:** None

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The meeting was called to order at 10:09 am by Neal Sleeper (Chair).

**1. Consideration of amending the meeting procedures in the City Plan Commission Rules of Procedure.**

This item was considered second. The committee discussed general cleanup of the rules, most notably, to better align motion procedures with those of Robert's Rules of Order. The members agreed that the proposed amendments will need a robust briefing at City Plan Commission (CPC).

Motion to send the proposed amendments to CPC with a recommendation for adoption.

Maker: Brent Rubin

Second: Deborah Carpenter

Passed: 3 to 0

For: Neal Sleeper, Deborah Carpenter, Brent Rubin

**2. Consideration of amending the composition and responsibilities of the Thoroughfare Committee in the City Plan Commission Rules of Procedure.**

This item was considered first. Gus Khankarli, Director, Transportation and Public Works Department briefed the committee on proposed amendments to the composition of the Thoroughfare Committee to ensure well-rounded experience in multi-modal transportation.

Motion to send the proposed amendments to CPC with a recommendation to approve as proposed.

Maker: Deborah Carpenter

Second: Brent Rubin

Passed: 3 to 0

For: Neal Sleeper, Deborah Carpenter, Brent Rubin

**3. Discussion of amending the City Plan Commission Rules of Procedure to streamline participation in virtual meetings.**

This item was for discussion only. The committee noted that a lot of time is spent fielding virtual participants and making sure cameras are on, etc. The committee's suggestions for streamlining virtual participation in CPC hearings included the following:

- Ask the consultants from Freese and Nichols, Inc. to attend briefings in-person.
- Provide guidance for members of the public on how to use Webex (for example, include instructions in the autoreply for speakers who register online)
- Encourage speakers to submit presentations in advance.

Motion to adjourn at 10:55 am.

Maker: Deborah Carpenter

Second: Brent Rubin

Passed: 3 to 0

For: Neal Sleeper, Deborah Carpenter, Brent Rubin