



**MEETING AGENDA
SESSION OF THE PLANNING ADVISORY BOARD
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, NOVEMBER 19, 2025 AT 6:00 PM**

- 1. MEETING CALLED TO ORDER**
- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 3. MINUTES**
 - 3.A Approval of the May 21, 2025 Planning Advisory Board (PAB) Meeting Minutes.
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - 5.A Public Hearing - ZMA-25-0009 Fortune Road Rezoning — Amending the Zoning Map designation from Multi Family Medium Density Residential (RC-1) to Multi Family Medium Density Residential (RC-2): Proposed Ordinance #25-20
- 6. PUBLIC HEARINGS**
- 7. DISCUSSION**
 - 7.A Rosenberg's Rules of Order
- 8. HEAR CHAIRMAN AND BOARD MEMBERS**
- 9. ADJOURNMENT**

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the Planning Advisory Board with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 3.A**Approval of the May 21, 2025 Planning Advisory Board (PAB) Meeting Minutes.****Request**

Approval of the May 21, 2025 Planning Advisory Board (PAB) Meeting Minutes.

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

Approve

Attachment(s):

1. 05.21.2025 PAB Minutes



**MEETING MINUTES
SESSION OF THE PLANNING ADVISORY
BOARD CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
WEDNESDAY, MAY 21, 2025, AT 6:00PM**

- 1. MEETING CALLED TO ORDER Members Present:** Board Member Diana Marrero-Pinto, Board Member Alex Alemi, Board Member Aaron Sabino, Board Member Rebeca Marin

Staff Present: Brenda Ryan, Planning Manager, Ryan Altizer, Senior Planner, Ashley Cornelison, Long Range, Senior Planner, Kalanit Oded, Deputy City Attorney, Kayla Smith, Administrative Assistant II

Members Absent: Board Member Robert Bussiere, Board Member Yolanda Bernard, Board Member Robert Spalding

Vice-Chair Diana Marrero-Pinto called the meeting to order at 6:05 p.m.

- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

After a Moment of Silence, Vice Chair Diana Marrero-Pinto led the audience in the Pledge of Allegiance.

- 3. MINUTES**

- 3.A** Approval of May 7, 2025, Planning Advisory Board (PAB) Meeting Minutes

Board Member Alex Alemi made a motion to Approve. Board Member Rebeca Marin seconded the motion.

AYE: Board Member Marrero-Pinto, Board Member Alemi, Board Member Sabino, Board Member Marin

NAY: None

Motion to Approve Passed 4 - 0.

- 4. OLD BUSINESS**

- 5. NEW BUSINESS**

- 5.A** Public Hearing - Proposed Ordinance #25-05 - Amending the Comprehensive Plan

AN ORDINANCE AMENDING AND REINSTATING ORDINANCE NO. 3050 KNOWN AS THE ORDINANCE ADOPTING THE COMPREHENSIVE DEVELOPMENT PLAN FOR THE CITY OF KISSIMMEE, FLORIDA, UNDER THE AUTHORITY OF FLORIDA STATUTE 163.3184; AMENDING LANGUAGE THROUGHOUT THE COMPREHENSIVE PLAN TO BE

CONSISTENT WITH STATUTORY CHANGES AND CURRENT CITY REGULATION FOR COMPLIANCE WITH FLORIDA STATUTES; DIRECTING THE CITY MANAGER TO REPLACE THE COMPREHENSIVE LAND USE PLAN AS HEREIN PROVIDED AFTER THE PASSAGE OF THIS ORDINANCE; PROVIDING FOR A PUBLIC HEARING AS REQUIRED BY LAW; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE.

Long Range Senior Planner Ashley Cornelison presented to the board the 2025 Evaluation and Appraisal Report, that is a requirement that the state has every seven years and the city must review its comprehensive plan against any statutory requirements that have happened in that seven-year period.

Planner Cornelison stated this year's EAR based amendment will only have statutory changes to make sure they are in compliance with the Land Development Code and that change typically happen in a 3-step process, starting with the master plan, then the comprehensive plan, and finally the land development code.

Board Member Alex Alemi made a motion to amend proposed Ordinance #25-05 and adopt the revised language for Policy 2.1.1.4 of the Transportation Element.

Board Member Alex Alemi then made a motion to approve the revised Policy 2.1.1.4. Board Member Rebeca Marin seconded the motion.

AYE: Board Member Marrero-Pinto, Board Member Alemi, Board Member Sabino, Board Member Marin
NAY: None

Motion to Approve w/Conditions Passed 4 - 0.

6. PUBLIC HEARINGS

7. DISCUSSION

8. HEAR CHAIRMAN AND BOARD MEMBERS

9. ADJOURNMENT

Board Member Alex Alemi made a motion to Adjourn. Board Member Aaron Sabino seconded the motion.

AYE: Board Member Marrero-Pinto, Board Member Alemi, Board Member Sabino, Board Member Marin NAY: None

Motion to Adjourn Passed 4 - 0.

There being no further business to come before the Planning Advisory

Board, Vice-Chair Diana Marrero-Pinto adjourned the meeting at 6:56 p.m.

Board Chairman

ATTEST:

Board Secretary

In accordance with Florida Statute 286.0105, any person wishing to appeal any decision made by the Planning Advisory Board with respect to any matter considered at such meeting or hearing will need a record of the proceedings, and for such purposes may need to ensure that a verbatim record of the proceeding is made, which includes the testimony and evidence upon which the appeal is made.

In accordance with Florida Statute 286.26, persons needing assistance to participate in any of these proceedings should contact the office of the City Clerk at (407) 518-2309 prior to the meeting.

ITEM 5.A

Public Hearing - ZMA-25-0009 Fortune Road Rezoning — Amending the Zoning Map designation from Multi Family Medium Density Residential (RC-1) to Multi Family Medium Density Residential (RC-2): Proposed Ordinance #25-20

Request

Recommendation of approval of a Zoning Map Amendment to change the Zoning Map designation from Multi Family Medium Density Residential (RC-1) to Multi Family Medium Density Residential (RC-2) on approximately 52.59 acres of land.

Explanation

The property currently has a small 1,200 sq. ft. structure that was built in 1980. It had an open air fruit and vegetable market and other temporary holiday sales in the recent past but the majority of the property remains vacant. The parcel was part of the Ivey Creek Mixed Use Planned Unit Development (MUPUD) that included the adjacent parcel to the southwest that is now owned by the Florida Department of Transportation and is not part of this rezoning request. The Ivey Creek MUPUD was removed with the rezoning of the property to Multi Family Medium Density Residential (RC-1) Zoning District at the January 17, 2023 City Commission meeting (ZMA-22-0006).

This rezoning to the 2nd tier of the Multi Family Medium Density Residential (RC-2) Zoning District provides more flexibility that can facilitate reduced building coverage that provides additional space for recreational amenities by allowing a greater height allowance. The property is adjacent to multi-family development to the north, northwest, and southwest areas of the parcel.

The existing Multi-Family Medium Density Residential (MF-MDR) Future Land Use designation considers whether is an adequate supply of existing and/or projected public facilities for the area. The Fortune Road widening project with Osceola County includes roadway widening to accommodate raised medians, additional turn lanes, and bike lanes that will convert the rural roadway into an urban roadway. The improvements adjacent to this parcel include a 6-10 foot wide pedestrian path, a dedicated right turn lane and a bike lane.

This Zoning Map Amendment (ZMA) will provide consistency and compatibility with the surrounding area, uses, and the associated MF-MDR Future Land Use designation.

FINDINGS AND REASONS:

1. Compliance with Comprehensive Plan Future Land Use Policy 1.2.1.3 Medium Density Residential (MDR), which is intended to ensure sufficient land area for developments of medium density, and an adequate supply of existing and/or projected public facilities for the area. Sites for medium density residential developments should be located so they provide a smooth transition between lower density residential areas, and mixed-use areas or those developed and/or designated for more intense uses. Multiple Family Medium Density Residential (MF-MDR). This designation is intended to accommodate multiple family structures with a density of 10-20 units per acre. Lesser densities may be allowed in order to protect environmentally sensitive lands or to achieve greater consistency with surrounding land uses, including mixed-uses.
2. Compliance with Land Development Code Section 14-3-27, Zoning Map and Land Development Code Amendments, in regards to the submittal and review procedures and criteria to support an amendment.

3. Compliance with Land Development Code Section 14-4-4(E), Multiple Family Medium Density Residential Districts (RC-1 and RC-2), which is primarily intended to accommodate multiple family developments. The RC-2 district is envisioned for areas that are adjacent to development with compatible intensity levels, arterial or collector roads, and have the requisite utilities. These areas should generally be highly accessible to commercial services. This property is adjacent to a major commercial intersection (Fortune & Simpson) that can support projected public facilities in the area as both Fortune & Simpson are classified as arterial roadways. The site is also adjacent to existing multi-family.

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

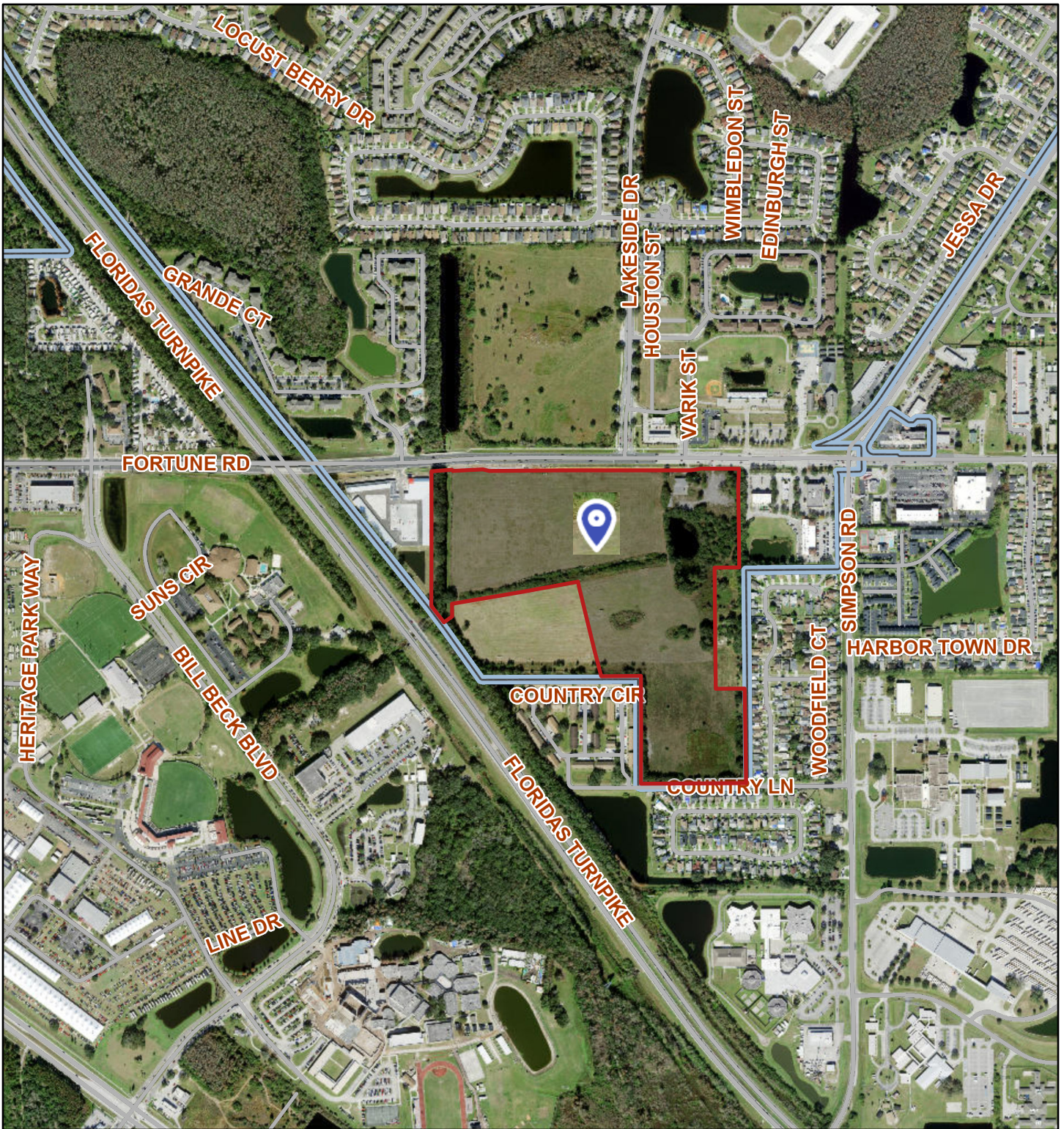
Approve

The Development Review Committee (DRC) recommended approval on October 21, 2025.

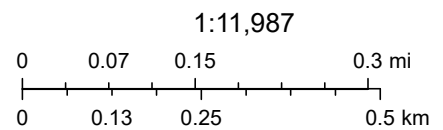
Attachment(s):

1. ZMA-25-0009 Aerial Map
2. ZMA-25-0009 Vicinity Map
3. ZMA-25-0009 Site Data Tables
4. ZMA-25-0009 Proposed Ord. 25-20
5. ZMA-25-0009 PAB Ad
6. ZMA-25-0009 DRC Comments
7. ZMA-25-0009 Supporting Documents

ZMA-25-0009
Fortune Rd. Rezoning
Zoning Map Amendment

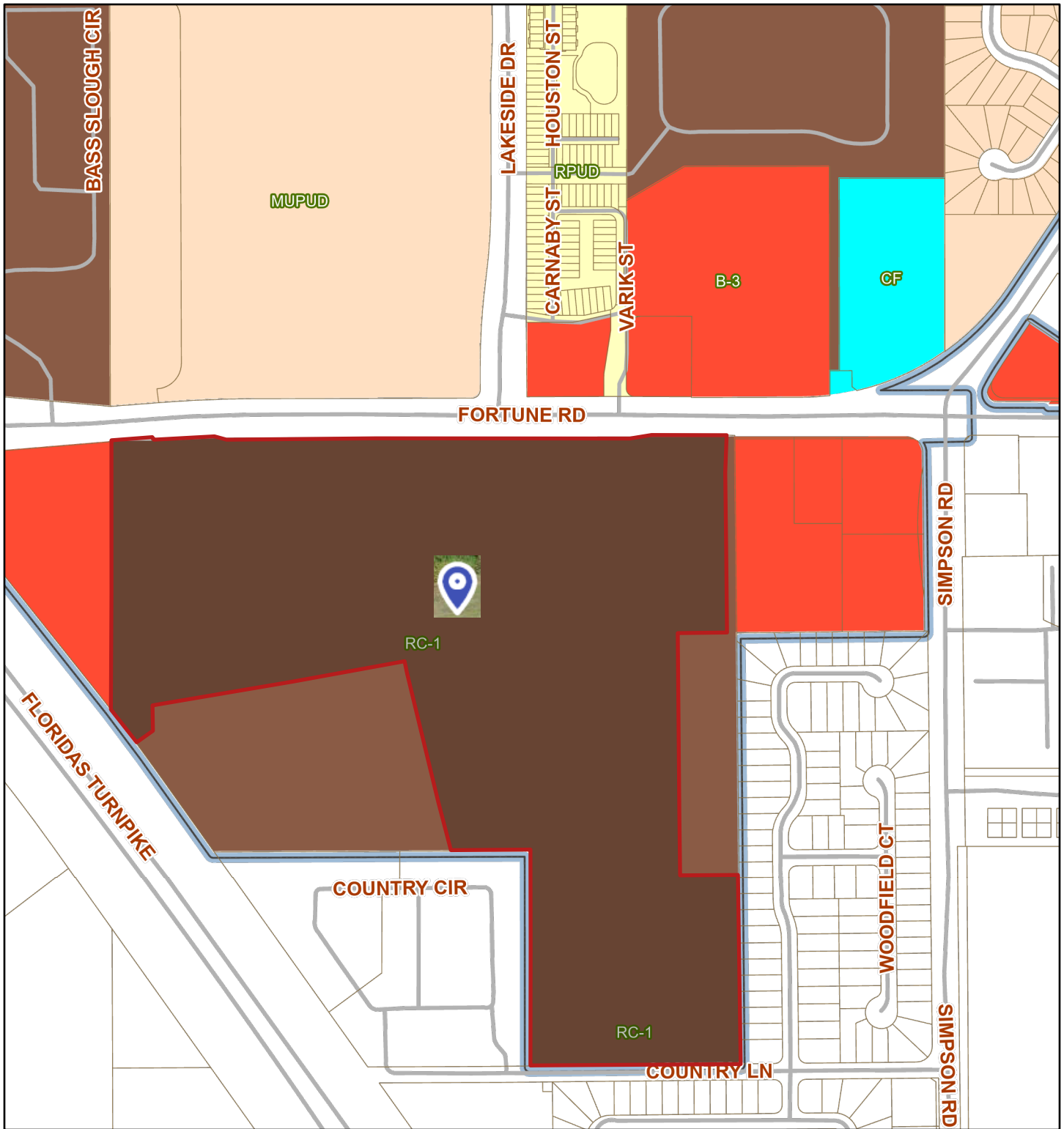


October 28, 2025



State of Florida, Vantor

ZMA-25-0009
Fortune Rd. Rezoning
Zoning Map Amendment



Legend

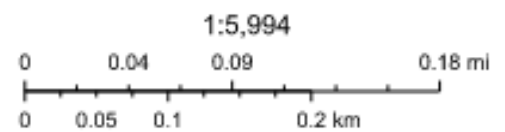
City Limits

Zoning District

- AC (Agricultural Conservation)
- AI (Airport Industrial)
- AO (Airport Operations)
- B-2 (Neighborhood Commercial)
- B-3 (General Commercial)
- B-5 (Office Commercial)
- BP (Business Park)
- CF (Community Facility)
- HC (Highway Commercial)
- HF (Hospital Facility)

- IB (Industrial Business)
- MH (Mobile Home 6,000 sqft)
- MHP (Mobile Home Park)
- MUPUD (Mixed Use Planned Unit Development)
- OS (Open Space)
- RA-1 (Single Family Residential)
- RA-2 (Single Family Residential)
- RA-3 (Single Family Residential)
- RA-4 (Single Family Residential)
- RB-1 (Medium Density Residential)
- RB-2 (Medium Density Residential - Office)
- RC-1 (Multiple Family Medium Density Residential)
- RC-2 (Multiple Family High Density Residential)

- RE (Residential Estate)
- RPB (Residential Professional Business)
- RPUD (Residential Planned Unit Development)
- SRPUD (Short Term Rental Planned Unit Development)
- UT (Utilities)
- SD (Special District)
- T1 (Natural)
- T3 (Edge)
- T4-O (Neighborhood Open)
- T4-R (Neighborhood Restricted)
- T5-M (Mixed-Use Center)
- T5-U (Mixed-Use Urban Core)
- T6 (Waterfront)



Site Data Tables

Site Data	
Size	+/- 52.59 acres
Future Land Use Designation	Multi-Family Medium Density Residential (MF-MDR)
Proposed Future Land Use Designation	N/A
Zoning District Designation	Multi Family Medium Density Residential (RC-1)
Proposed Zoning District Designation	Multi Family Medium Density Residential (RC-2)
Existing Overlay District	N/A
Existing Use(s)	Existing Structure; Primarily Vacant
Proposed Use(s)	Residential
Adjacent Land Use	
North	
South	Medium Density Residential/Community Center – County
East	Medium Density Residential/Community Center – County
West	Medium Density Residential/Community Center – County
Adjacent Zoning	
North	Lakeside Estates Planned Unit Development (PUD); Kissimmee Condos Residential Planned Unit Development (RPUD); General Commercial District (B-3) - City
South	Multi-Family (RM-1) – County
East	Multi-Family (RM-1) – County; Multi Family Medium Density Residential (RC-1) – City
West	Multi-Family (RM-2) – County Multi Family Medium Density Residential (RC-1) – City
Past/Current Project Tracking	DRC-06-065 Annexation DRC-06-097 Ivey Creek MUPUD ZMA-22-0006 – Ivey Creek MUPUD to RC-1 ZMA-25-0009 – RC-1 to RC-2 (Pending)
Comprehensive Plan Summary	
Policy 1.2.1.3, Medium Density Residential (MDR) designation is intended to ensure sufficient land area for developments of medium density, and an adequate supply of existing and/or projected public facilities for the area. Supportive community facilities and accessory land uses may be located within areas designated MDR. The Multi Family Medium Density Residential (MF-MDR) is intended to accommodate multiple family structures with a density of 10-20 units per acre. Lesser densities may be allowed in order to protect environmentally sensitive lands or to achieve greater consistency with surrounding land uses, including mixed-uses.	
Potential Zoning Districts	Multiple Family Medium Density Residential Districts (RC-1)
	Multiple Family Medium Density Residential Districts (RC-2)
	Agriculture and Conservation District (AC)
	Residential Planned Unit Development District (RPUD)
	Short-Term Rental Planned Unit Development District (SRPUD)
	Mixed-Use Planned Unit Development District (MUPUD).
Zoning District Standards District Summary	

Compliance with Land Development Code Section 14-4-4(E), Multiple Family Medium Density Residential Districts (RC-1 and RC-2), which is primarily intended to accommodate multiple family developments. The RC-2 district is envisioned for areas that are adjacent to development with compatible intensity levels, arterial or collector roads, and have the requisite utilities. These areas should generally be highly accessible to commercial services. This property is adjacent to a major commercial intersection (Fortune & Simpson) and existing multi-family. Both Fortune & Simpson are classified as arterial roadways which meets the intent of the this Zoning District.

Comprehensive Plan Future Land Use & Zoning Comparisons

	<i>Existing Future Land Use & Zoning</i>	<i>Requested Future Land Use & Zoning</i>
Uses	MF-MDR	N/A
	RC-1	RC-2
		Residential

Public Facilities Analysis

Transportation

Adjacent street	Fortune Rd. is a County Roadway. Improvements are currently underway to convert it from a rural to urban roadway.
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Street Quality of Service (QOS)	N/A – Compliance
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Sanitary Sewer

Is volume less than 98% capacity?	N/A – Compliance
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Potable Water

Is volume less than 98% capacity?	N/A – Compliance
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Is water pressure at least 40lbs per square inch?	N/A – Compliance
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Solid Waste

Is volume less than 5.1lbs per person per calendar day?	N/A – Compliance
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Recreation

Is active recreation area at least 2 acres per 1,000 population?	N/A – Compliance
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Is urban open space area at least 2 acres per 1,000 population?	N/A – Compliance
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Is total recreation area at least 4 acres per 1,000 population?	N/A – Compliance
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Drainage

Is off-site discharge; runoff velocities; roadway drainage;	N/A- Compliance
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pavement; retention; and flood storage LOS standards met?	
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PROPOSED ORDINANCE NO. 25-20
ORDINANCE NO. _____

**AN ORDINANCE AMENDING ORDINANCE NO. 3110
KNOWN AS THE CITY OF KISSIMMEE LAND
DEVELOPMENT CODE, REZONING THE PROPERTY
HEREINAFTER DESCRIBED, REPEALING ALL
ORDINANCES IN CONFLICT HERewith AND PROVIDING
AN EFFECTIVE DATE.**

BE IT ORDAINED BY THE CITY COMMISSION THAT ORDINANCE NO. 3110 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE IS HEREBY AMENDED TO READ AS FOLLOWS:

WHEREAS, the subject proposal incorporates one (1) parcel generally located at or near, 2220 Fortune Road within the City of Kissimmee, Florida, containing approximately 52.59 acres of land; and

WHEREAS, the subject properties, are presently designated as (RC-1) Multi Family Medium Density Residential with a Future Land Use of (MF-MDR) Multi Family Medium Density Residential; and

WHEREAS, the proposed zoning map amendment (rezoning) is in compliance with Comprehensive Plan Future Land Use Policy 1.2.1.3; and

WHEREAS, the proposed rezoning is consistent with the City's Comprehensive Land Development Plan, and is generally consistent with the purpose and intent of the Land Development Code; and

WHEREAS, the proposed rezoning amendment is compatible with adjacent zoning districts and promotes the public health, safety and welfare as required by the City Code 14-3-27.C; and

WHEREAS, the Planning Advisory Board, sitting as the Local Planning Agency as required by Fla. Stat. § 163.3147, reviewed the application at its November 19, 2025, after proper notice and hearing.

THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION THAT ORDINANCE NO. 3110 KNOWN AS THE CITY OF KISSIMMEE LAND DEVELOPMENT CODE IS HEREBY AMENDED TO READ AS FOLLOWS:

SECTION 1. Ordinance No. 3110, known as the City of Kissimmee Land Development Code, is hereby amended so as to rezone the following described properties to-wit:

FROM: Multi Family Medium Density Residential (RC-1) – City

TO: Multi Family Medium Density Residential (RC-2) – City

The subject property is located at 2220 Fortune Road; Parcel ID: 19-25-30-00U0-0050-0000

Legal Description:

N 1/2 OF NW 1/4 & NW 1/4 OF SE 1/4 OF NW 1/4 LESS SE 1/4 OF NE 1/4 OF NW 1/4 & LESS RD R/W & LESS R/W SUNSHINE ST PKWY & LESS RD R/W & LESS COM AT N 1/4 COR, S 669.97 FT, W 65 FT TO PT ON N/L COUNTRY CROSSING UNIT 3 PB 7 PG 32-33 & POB; CONT W 587.34 FT TO NW COR COUNTRY CROSSING UNIT 3, N 619.95 FT TO S R/W BOGGY CREEK RD, E 42.42 FT, S 10 FT, E 494.73 FT TO POC, CURVE RIGHT, RAD 50 FT, CENT ANG 89 DEG, SELY ALONG CURVE 78.05 FT, S 555.25 FT TO POB & LESS BEG AT SW COR OF LOT 2, OWEN REPLAT PB 17 PG 173, N00-17-02W 615.52 FT TO PT ON S/L OF PARCEL 103 ADDL R/W TAKING PER OR 5910/941, N89-45-58W 30 FT, S00-16-51E 614.18 FT, S89-43-09W 154 FT, S00-16-51E 754 FT, N89-43-09E 183.99 FT TO PT ON W/L OF COUNTRY CROSSING UNIT 3 PB 7 PGS 32-33, N00-16-40W 752.39 FT TO POB LESS COM AT NW COR OF NW 1/4 OF 19-25-30, S00-02-46E 900.18 FT TO POC, CONC SWLY, (CH BEARING S37-15-49E 124.48 FT), SELY ALONG CURVE 124.48 FT TO POB; N53-25-26E 60.99 FT, N05-46-00E 16.31 FT, N00-51-30E 64.07 FT, N80-13-10E 797.42 FT S13-56-02E 606.15 FT, S89-41-58W 738.41 FT, N35-38-11W 312.97 FT TO POC, CONC SWLY, RAD 5929.58 FT, CENT ANG 01 DEG, (CH BEARING N36-08-57W 106.17 FT), NWLY ALONG CURVE 106.17 FT TO POB

A map of the area is included with this ordinance.

SECTION 2. Upon the effective date of this ordinance, the City Manager shall promptly cause the rezoning as provided in Section 1 herein to be entered onto the official zoning map of the City of Kissimmee.

SECTION 3. Except as hereby amended said City of Kissimmee Land Development Code Ordinance No. 3110 as heretofore amended shall remain in full force and effect.

SECTION 4. This Ordinance shall take effect 10 days after its passage.

BE IT ORDAINED, by the City Commission of the City of Kissimmee, this ____ day of _____, 20__.

Mayor - Commissioner

ATTEST:

City Clerk

Approved as to form and legality:

City Attorney

Published Daily in
Orange, Seminole, Lake, Osceola & Volusia Counties, Florida

Sold To:

City of Kissimmee Planning Services - CU80085212
101 Church St, Ste 110
Kissimmee, FL, 34741

Bill To:

City of Kissimmee Planning Services - CU80085212
101 Church St, Ste 110
Kissimmee, FL, 34741

**State Of Florida
County Of Orange**

Before the undersigned authority personally appeared
Rose Williams, who on oath says that he or she is a duly authorized
representative of the ORLANDO SENTINEL, a DAILY newspaper
published in ORANGE County, Florida; that the attached copy of
advertisement, being a Legal Notice in:

The matter of 11200-Misc. Legal
Was published in said newspaper by print in the issues of, or by publication
on the newspaper's website, if authorized on Oct 31, 2025.

Affiant further says that the newspaper complies with all legal requirements
for publication in Chapter 50, Florida Statutes.



Rose Williams

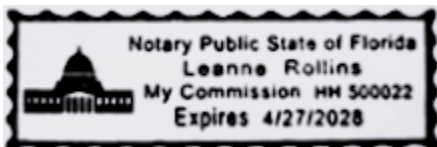
Signature of Affiant

Name of Affiant

Sworn to and subscribed before me on this 31 day of October, 2025,
by above Affiant, who is personally known to me (X) or who has produced identification ().



Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped

7890146



THE FOLLOWING SHALL BE USED AS AN ADDENDUM TO ANY PLAN, FILE, OR OTHER DOCUMENT REVIEWED IN ENERGОВ & BLUEBEAM

ADDRESS: 2220 Fortune Rd.
PLAN NUMBER: ZMA-25-0009
PROJECT NAME: Fortune Rd. Rezoning
REVIEW VERSION NUMBER: v1

DATE: 10/17/2025

**Review Status:
APPROVED WITH CONDITIONS.**

PLANNING DIVISION - Brenda Ryan - 407.518.2104 - Brenda.Ryan@kissimmee.gov

Comments/Conditions (if applicable):

1. Approval to rezone from Multiple Family Medium Density Residential District (RC-1) to Multiple Family Medium Density Residential District (RC-2). This 52.59 acre parcel is subject to Planning Advisory Board (PAB) and City Commission approvals.
2. Prior to moving forward to the Planning Advisory Board, please provide additional ownership authorization for Orteka Partners Group, LLC. Pall Magnusson is not listed as a registered agent or officer in Sunbiz for Orteka Partners Group, LLC, Semago Investments, Inc., or Orbis Global Corp.

If you have any questions regarding the comments/conditions above, please use the contact information provided.

Please login to the Citizen Self Service portal at www.kissimmee.gov.energov to upload a response to comments.

Additional comments may be forth coming as a result of revisions to the plans, any new changes in the information provided, future plan review up to plan approval and permitting and/or with submittal of supporting documentation. When submitting, please provide a response to comments outlining where and how the comments have been addressed.



THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
PLANNING SERVICES DEPARTMENT
SCHOOL CAPACITY REPORT

SDOC#: 2025/26-0048

DRC#: ZMA-25-0009

Current FLU: MF/MDR

Requested FLU: N/A

PROJECT NAME: 2220 Fortune Road

Current Zoning: MF/MDR

Requested Zoning: T5-U

PROJECT LOCATION: 2220 Fortune Rd., Kissimmee, 34744

COMMENTS DUE DATE: 10.21.25

PID: 19-25-30-00U0-0050-0000

A more accurate report can be generated with the submittal of a detailed Site and Development Plan application which indicates the actual number of dwelling units proposed. The School District of Osceola County reserves its right to ensure proper mitigation of any impact on school capacity and the collection of Educational System Impact Fees.



DISCLAIMER FOR ALL CITY OF KISSIMMEE DEVELOPMENT REVIEW APPLICATIONS

Important note: The Development Review process associated with this request (as outlined in the attached application) is intended to ensure that the request meets the requirements established in the City of Kissimmee Land Development Code and site development criteria for the City of Kissimmee, and other local, regional and state agencies. It is not intended to constitute approval of building construction or permits as required by external agencies.

Other processes, permits, authorizations, and/or fees may be required prior to construction of requested improvements. These may include, but are not limited to:

- ❖ Mobility/Impact Fees (Transportation, Water & Sewer, Recreation, School)
- ❖ Building permits and review fees
- ❖ Right-of-Way Utilization permits
- ❖ South Florida Water Management District (SFWMD) permits
- ❖ Utility permits and/or fees
- ❖ Federal Aviation Administration (FAA) authorizations
- ❖ Business Tax Receipts (BTRs)
- ❖ State Permits and/or Licenses
- ❖ Development Service Agreements (Toho Water Authority)
- ❖ Florida Department of Environmental Protection (FDEP) Permits
- ❖ NPDES Permits (Stormwater permitting)

The Agent of record and/or property owner for the attached request is responsible for coordinating with applicable agencies to ensure all requirements for the requested improvements have been met prior to construction.

Please read all information above and complete the lower portion of this disclaimer. This document must be signed by both agent and property owner and shall be included with the attached application. Failure to submit this form with the completed application will result in Staff finding the application to be insufficient for review and will delay your request.

Project Name: ZMA-25-0009_____ DRC# _____

I Certify that I have read the above and understand/acknowledge the information contained therein.

Agent Signature: John Adams_____ Date: October 17, 2025 _

Agent Name (Print): John Adams -RJWA, Inc._____

Property Owner Signature: [Signature]_____ Date: 10/17/2025

Property Owner Name (Print): TAE SHIN_____

Brief Description

Request to rezone from RC-1 to RC-2 on Fortune Road, adjacent to the Florida Turnpike. RC-2 permits additional building height, which allows future multifamily design to concentrate building area vertically and preserve more of the ground plane for usable open space and recreation.

Summary & Justification

Why RC-2 is appropriate for the property and surrounding areas

- **Height enables open space.** RC-2's greater height allowance creates flexibility to stack units vertically, which can reduce building coverage and create larger, contiguous areas for active and passive recreation, pedestrian connections, and enhanced landscaping.
- **Urban recreation potential.** The added flexibility supports a stronger on-site amenities program in the future, such as central greens, shaded seating, multiuse paths, courts, pool areas, pocket plazas, dog run space, and buffer enhancements along Fortune Road and the Turnpike.
- **Major corridor context.** The property fronts a four-lane corridor and proximity to services and utilities. The LDC envisions RC-2 for areas on arterial or collector roads with requisite utilities and compatible surrounding intensity.
- **LDC consistency.** The multifamily districts seek smooth transitions in density and "sufficient open space, parking, and landscaping" to reinforce quality living areas. RC-2 provides the flexibility to meet those goals more effectively than RC-1 in this corridor setting.
- **Compatibility and buffering.** Concentrating height toward the corridor and Turnpike edge allows wider buffers, stronger tree preservation where feasible, and potential step-downs toward any lower-intensity neighbors.



Katrina S. Scarborough, CFA, CCF, MCF
Osceola County Property Appraiser

www.property-appraiser.org
Osceola County Government Center
2505 East Irlo Bronson Memorial Hwy, Kissimmee, FL 34744
Ph: (407) 742-5000 Fax: (407) 742-4900

Owner Information

Parcel ID: 19-25-30-00U0-0050-0000
Owner(S): ORTEKA PARTNERS GROUP LLC
Mailing Address: 6735 CONROY RD STE 305 ORLANDO FL 32835
Property Address: 2220 FORTUNE RD KISSIMMEE FL 34744
Primary Use: PASTURELAND 1-IMP (Code: 6011)
Tax District: 200 - KISSIMMEE

Legal Description

Legal Description: N 1/2 OF NW 1/4 & NW 1/4 OF SE 1/4 OF NW 1/4 LESS SE 1/4 OF NE 1/4 OF NW 1/4 & LESS RD R/W & LESS R/W SUNSHINE ST PKWY & LESS RD R/W & LESS COM AT N 1/4 COR, S 669.97 FT, W 65 FT TO PT ON N/L COUNTRY CROSSING UNIT 3 PB 7 PG 32-33 & POB; CONT W 587.34 FT TO NW COR COUNTRY CROSSING UNIT 3, N 619.95 FT TO S R/W BOGGY CREEK RD, E 42.42 FT, S 10 FT, E 494.73 FT TO POC, CURVE RIGHT, RAD 50 FT, CENT ANG 89 DEG, SELY ALONG CURVE 78.05 FT, S 555.25 FT TO POB & LESS BEG AT SW COR OF LOT 2, OWEN REPLAT PB 17 PG 173, N00-17-02W 615.52 FT TO PT ON S/L OF PARCEL 103 ADDL R/W TAKING PER OR 5910/941, N89-45-58W 30 FT, S00-16-51E 614.18 FT, S89-43-09W 154 FT, S00-16-51E 754 FT, N89-43-09E 183.99 FT TO PT ON W/L OF COUNTRY CROSSING UNIT 3 PB 7 PGS 32-33, N00-16-40W 752.39 FT TO POB LESS COM AT NW COR OF NW 1/4 OF 19-25-30, S00-02-46E 900.18 FT TO POC, CONC SWLY, (CH BEARING S37-15-49E 124.48 FT), SELY ALONG CURVE 124.48 FT TO POB; N53-25-26E 60.99 FT, N05-46-00E 16.31 FT, N00-51-30E 64.07 FT, N80-13-10E 797.42 FT S13-56-02E 606.15 FT, S89-41-58W 738.41 FT, N35-38-11W 312.97 FT TO POC, CONC SWLY, RAD 5929.58 FT, CENT ANG 01 DEG, (CH BEARING N36-08-57W 106.17 FT), NWLY ALONG CURVE 106.17 FT TO POB

Land (Total Records: 3) Total Acres: 52.59

Land	Units	Unit Type	Depth	Value
COMMERCIAL HAY	AC	47.59	0	\$18,084
1 ACRE CURTILAGE EAST AREA OF COUNTY	AC	5	0	\$200,000
MARKET VALUE	AC	47.59	0	\$1,427,700

Property Values (Total Records: 5)

This Is An Agriculture Property.

Values Shown Below Represents Working Appraised Values As Of 08/05/2025, Which Are Subject To Change Prior To Certification

Tax Year	Land	Building(S)	Feature(S)	Market	AG-Benefit	Assessed	Exemption	Taxable
2025	\$1,627,700	\$37,900	\$22,900	\$1,688,500	1409600	\$278,900	\$0	\$278,900

Values Shown Below Represents Certified Values That Appeared On The Tax Roll As Of 10/04/2024

Tax Year	Land	Building(S)	Feature(S)	Market	AG-Benefit	Assessed	Exemption	Taxable
2024	\$1,627,700	\$40,000	\$22,900	\$1,690,600	1409600	\$281,000	\$0	\$281,000

Values Shown Below Represents Historic Values

Tax Year	Land	Building(S)	Feature(S)	Market	AG-Benefit	Assessed	Exemption	Taxable
2023	\$1,627,700	\$38,400	\$22,900	\$1,689,000	1409600	\$279,400	\$0	\$279,400
2022	\$1,924,700	\$31,000	\$22,900	\$1,978,600	1702900	\$275,700	\$0	\$275,700
2021	\$2,030,600	\$27,700	\$22,900	\$2,081,200	1807400	\$273,800	\$0	\$273,800

Exemptions (Total Exemption: 0)

No Records To Display.

Parcel Sales History

Sale Date	Price	Book-Page	Seller(S)	Buyer(S)	Vacant / Improved Deed Code	
2018-02-28	\$5,200,000	5299-1001	IVEY GROVES LTD	ORTEKA PARTNERS GROUP LLC	IMPROVED	WARRANTY DEED
1997-09-18	\$0	1436-1364	WEBSTER DAVID A INDIV & TR 17.647% INT	IVEY GROVES LTD	IMPROVED	CORRECTIVE DEED
1997-09-17	\$0	1436-1362	IVEY CLARENCE L & IVEY ESTHER	IVEY GROVES LTD	IMPROVED	CORRECTIVE DEED
1994-12-23	\$164,100	1231-1739	IVEY CLARENCE L & IVEY CLARENCE L TR	IVEY GROVES LTD	IMPROVED	SPECIAL WARRANTY DEED
1982-05-01	\$0	0587-0765	IVEY GROVES INC	IVEY CLARENCE L & IVEY CLARENCE	VACANT	CORRECTIVE DEED
1982-05-01	\$0	0583-0176	IVEY GROVES INC	IVEY CLARENCE L & IVEY CLARENCE L TR	IMPROVED	WARRANTY DEED

Sales In Subdivision Within Last 1 Year (Total Records: 38)										
Property Address	Date Sold	Price	Book-Page	Bed	Bath	Pool	SqFt	Seller(S)	Buyer(S)	Deed Code
2244 CATTLE DR 122628000000900000	2025-01-09	\$0	6724-1846	0	2	Y	2783	CIRCUIT JUDGE	BROWN JERRY LEE EST & TOWNSEND FRANK M PR	COURT ORDER
2244 CATTLE DR 122628000000900000	2025-01-03	\$0	0000-0000	0	2	Y	2783	BROWN JERRY LEE	BROWN JERRY LEE EST	DEATH CERTIFICATE
0 ZUNI RD 162531426000010050	2025-05-16	\$0	6820-0505	0	0	N	Null	BRACK WILLIAM J JR EST & BRACK STEPHEN PR	BRACK STEPHEN	COURT ORDER
5400 8 MILE RANCH RD 212732000000200000	2025-03-12	\$100	6754-0696	3	2	N	2108	O'BERRY MARSHA	8 MILE REVOCABLE TRUST & O'BERRY MARSHA G TR	QUIT CLAIM DEED
2900 ALBERT RD 033234000000150000	2025-05-22	\$7,000,000	6793-0562	0	1	N	1476	LUKE CLYDE R & LUKE PATRICIA TRAPHAGEN	YEEHAW JUNCTION DISTRIBUTION CENTER LLC	WARRANTY DEED
2455 OLD HICKORY TREE RD 182631000000150000	2025-02-08	\$100	6739-0076	0	3	Y	3038	NEWMAN THRECA	THRECA KLEIN NEWMAN FAMILY TRUST & NEWMAN THRECA KLEIN TR	WARRANTY DEED
2455 OLD HICKORY TREE RD 182631000000150000	2024-12-14	\$0	6739-0075	0	3	Y	3038	NEWMAN WILLIAM J JR	NEWMAN THRECA	DEATH CERTIFICATE
2250 E SOUTHPORT RD 182730000000100000	2024-12-16	\$110,000,000	6713-1332	0	0	N	Null	BRONSONS II LLP	RANCH HAVEN LLC & GOLDEN MEADOWLAND LLC	SPECIAL WARRANTY DEED
4404 LA SALLE AVE S 122730495000010010	2024-11-05	\$100	6768-2486	4	2	N	3062	CESPEDES EZEQUIEL	CESPEDES RANCH LLC	QUIT CLAIM DEED
6610 OLD MELBOURNE HWY 132631259600010010	2024-09-25	\$0	6671-0707	0	0	N	Null	BALRAJ CHANDRA BOSE &	BALRAJ FAMILY REVOCABLE TRUST & BALRAJ CHANDRA BOSE CO-TR	QUIT CLAIM DEED
4690 HUNTING LODGE DR 062731495000010050	2025-04-04	\$100	6773-1892	0	1	N	746	TUMBLESON VENTURES LLC	ANNE'S ACRES LLC	WARRANTY DEED
0 LAKE MARIAN RD 223033000000320000	2025-04-07	\$0	6769-0695	0	0	N	Null	MANNY GEORGE DAVID	FARMER ROSEANNE FRANCES & FARMER RICHARD DAMON	WARRANTY DEED
3825 CANOE CREEK RD 352630495000010660	2024-08-20	\$0	6652-1587	0	3	Y	2747	YATES HENRY C EST & THACKER LAURA JO O PR	HENRY C YATES FAMILY TRUST & THACKER LAURA JO O TR	CORRECTIVE DEED
3640 KISSIMMEE PARK RD 202630495000011110	2024-09-20	\$100	6675-1700	3	2	N	1402	AGUENEGOU BRAHIM & AGUENEGOU GHIZLANE H/W	AGUENEGOU REVOCABLE TRUST & AGUENEGOU BRAHIM CO-TR	WARRANTY DEED
2475 OLD HICKORY TREE RD 182631000000100000	2024-12-14	\$0	6739-0075	0	0	N	5160	NEWMAN WILLIAM J JR	NEWMAN THRECA	DEATH CERTIFICATE
855 VICKERS RD 352933000000100000	2025-04-28	\$0	6780-0116	3	1	N	720	CIRCUIT JUDGE	VICKERS BARBARA JEAN EST & MENZ GLORIA PR	COURT ORDER
1507 LAKE MARIAN RD 223033000000150000	2025-05-28	\$100	6795-1084	3	3	N	2604	WEST NORMAN & WEST CARLOTA	NORMAN & LOTIE WEST REOVABLE LIVING TRUST & WEST NORMAN TR	QUIT CLAIM DEED

3600 LAKE TOHOPEKALIGA RD 322630000000700000	2025-07-11	\$100	6819-1879	4	2	Y	2383	ROHDE EDWIN HENRY III & ROHDE INA KAY H/W	ROHDE HENRY III RLE & ROHDE INA KAY RLE	RESERVING LIFE ESTATE / LADY BIRD DEED
3825 CANOE CREEK RD 352630495000010660	2024-08-20	\$100	6654-1040	0	3	Y	2747	YATES HENRY C EST & THACKER LAURA JO O PR	HENRY C YATES FAMILY TRUST & THACKER LAURA JO O TR	CORRECTIVE DEED
3825 CANOE CREEK RD 352630495000010660	2024-08-21	\$100	6653-0038	0	3	Y	2747	HENRY C YATES FAMILY TRUST & THACKER LAURA JO O TR	SEPERATE NON-GST HOMESTEAD TRUST FBO BRENDA PARTIN & PARTIN BRENDA TR	WARRANTY DEED
4454 MILDRED BASS RD 122730495000010160	2024-11-05	\$100	6786-1569	4	3	Y	2666	CESPEDES EZEQUIEL & CESPEDES MERARI	CESPEDES FAMILY TRUST & CESPEDES EZEQUIEL CO-TR	QUIT CLAIM DEED
2545 OLD HICKORY TREE RD 182631495000010430	2024-12-14	\$0	0000-0000	3	2	Y	2288	NEWMAN WILLIAM J JR	WILLIAM J NEWMAN IV SEPARATE TRUST & STEPHANIE N NEWMAN SEPARATE TRUST	DEATH CERTIFICATE
2475 OLD HICKORY TREE RD 182631000000100000	2025-02-08	\$100	6739-0076	0	0	N	5160	NEWMAN THRECA	THRECA KLEIN NEWMAN FAMILY TRUST & NEWMAN THRECA KLEIN TR	WARRANTY DEED
7225 OLD MELBOURNE HWY 182632342700010080	2025-07-07	\$100	6817-2124	3	2	N	1472	COLLINS JOHN R	COLLINS RESERVE STC LLC	SPECIAL WARRANTY DEED
102 SAWMILL RD 182833000000100000	2024-10-04	\$0	0000-0000	3	2	N	2328	VANOSDOL DONALD	VANOSDOL MONETTE	DEATH CERTIFICATE
4381 TAMI LN 312529000000410000	2024-12-09	\$0	6788-0370	3	2	N	1512	CIRCUIT JUDGE	BRYANT JOHN M JR EST & BRYANT ELIZABETH PR	COURT ORDER
4381 TAMI LN 312529000000410000	2024-09-01	\$0	6788-0367	3	2	N	1512	BRYANT JOHN M JR	BRYANT JOHN M JR EST	DEATH CERTIFICATE
4381 TAMI LN 312529000000410000	2025-03-24	\$100	6788-0375	3	2	N	1512	BRYANT JOHN M JR EST & BRYANT ELIZABETH PR	BRYANT ELIZABETH	PERSONAL REPRESENTATIVE DEED
3820 SAILOR HAMMOCK RD 362931000000250000	2025-03-05	\$100	6751-1174	2	2	N	1785	THOMPSON DOUGLAS C & THOMPSON DEBORRAH BROWN	DOUGLAS AND DEBORRAH THOMPSON REVOCABLE TRUST & THOMPSON DOUGLAS C TR	WARRANTY DEED
1570 PINE GROVE RD 342531476800010030	2025-06-24	\$100	6809-0945	3	2	N	1587	HALL KELLEY M	HALL KELLEY M RLE	RESERVING LIFE ESTATE / LADY BIRD DEED
1550 PINE GROVE RD 342531476800010010	2024-10-22	\$0	0000-0000	3	2	N	1952	CHANEY BOBBY A	CHANEY BOBBY A EST	DEATH CERTIFICATE
3315 TUCKER AVE 302631495000010340	2024-10-30	\$100	6689-1644	3	2	N	2146	JANNAT USA LLC	HICKORY TREE HOLDINGS LLC	QUIT CLAIM DEED
1570 PINE GROVE RD 342531476800010030	2024-09-05	\$0	0000-0000	3	2	N	1587	HALL JEAN A H/W	HALL KELLEY M	DEATH CERTIFICATE
203 FERTIC RD 132630495000010115	2025-06-16	\$100	6805-2482	0	2	N	1635	FERTIC MAUREEN & FERTIC JAROM GID	203 FERTIC ROAD TRUST & FERTIC MAUREEN TR	QUIT CLAIM DEED
3350 GREEN ACRES RD 182631495000010370	2024-12-14	\$0	0000-0000	3	2	N	792	NEWMAN WILLIAM J JR	WILLIAM J NEWMAN JR FAMILY TRUST	DEATH CERTIFICATE
0 KENANSVILLE RD 023234000000350000	2025-05-22	\$7,000,000	6793-0562	0	0	N	Null	LUKE CLYDE R & LUKE PATRICIA TRAPHAGEN	YEEHAW JUNCTION DISTRIBUTION CENTER LLC	WARRANTY DEED
3601 N CANOE CREEK RD 362831000000100000	2024-12-19	\$100	6717-2354	3	2	N	2192	HUIZENGA IDALEE	LAKES PLACE LLP	CORRECTIVE DEED
1550 PINE GROVE RD 342531476800010010	2025-04-16	\$0	6713-0501	3	2	N	1952	CIRCUIT JUDGE	CHANEY BOBBY A EST & HALL SHERRY LYNN PR	COURT ORDER

Buildings Information

Building - 1

Description	Yr Built	Bldg Value	Bldg SqFt	Heated SqFt	Beds	Baths	Half Baths	Roof	Exterior Wall
-------------	----------	------------	-----------	-------------	------	-------	------------	------	---------------

GENERAL OFFICE	1980	\$20,966	1,200	1,200	-	-	-	BAR JOIST/RIGID FRAME			PREFINISHED METAL	
Sub Areas - 1												
Code		Description						Year			Area	
BAS		BASE AREA						1980			1,200	
Building - 2												
Description		Yr Built	Bldg Value	Bldg SqFt	Heated SqFt	Beds	Baths	Half Baths	Roof	Exterior Wall		
GENERAL OFFICE		1990	\$16,974	798	798	-	1	-				
Sub Areas - 2												
Code		Description						Year			Area	
BAS		BASE AREA						1990			798	

Extra Features			
Description	Built Year	Units	Assessed Value
CHAIN LINK FENCE-6 FT HIGH	1980	860	\$2,800
UTILITY UNFINISHED	1980	2700	\$8,100
CARPORT UNFINISHED	1989	228	\$400
A/C-WALL UNIT	2000	1	\$0
WOOD SHED	1990	240	\$800
CARPORT UNFINISHED	1990	4930	\$10,800

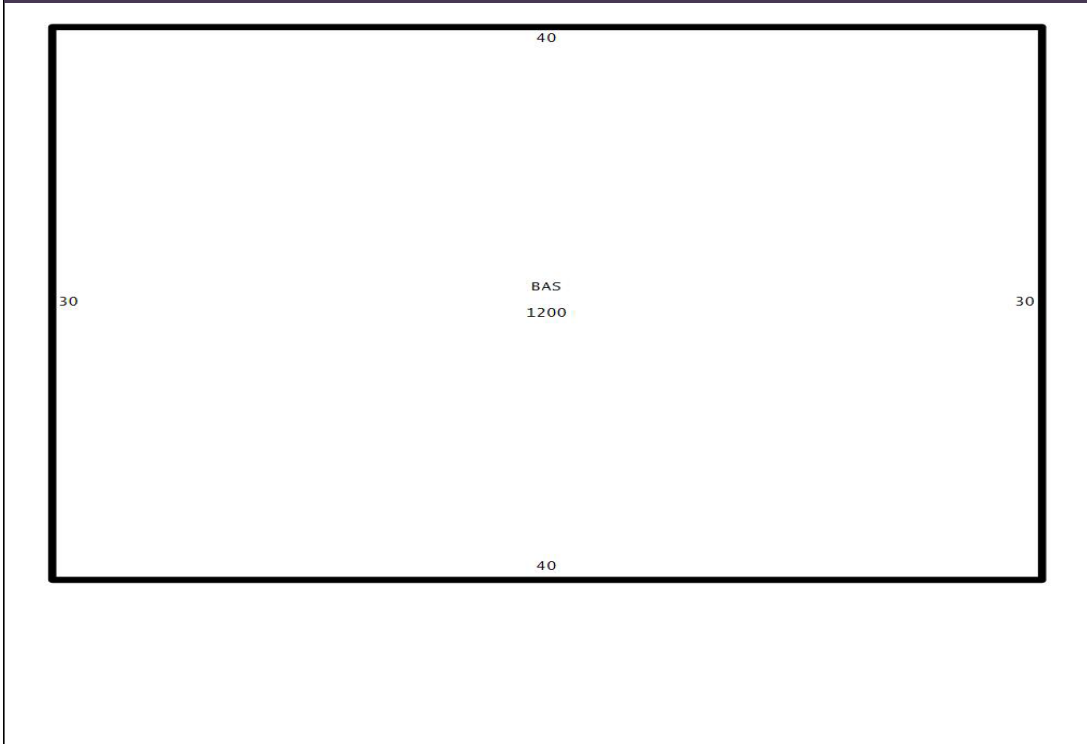
School Info	
Category	Description
ELEMENTARY SCHOOLS	PARTIN SETTLEMENT ELEMENTARY
MIDDLE SCHOOLS	DENN JOHN MIDDLE
HIGH SCHOOLS	GATEWAY HIGH

TPP Info
No Records To Display.

Building 1 Image



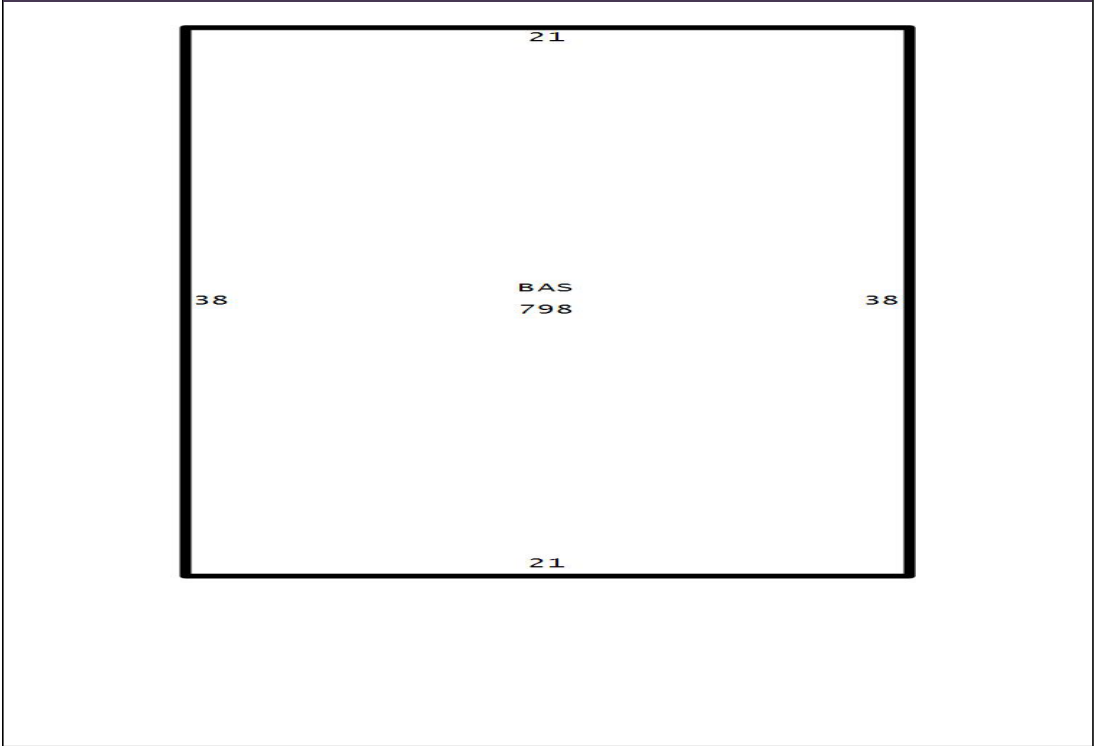
Building Sketch 1: Floor 1



Building 2 Image



Building Sketch 2: Floor 1



ITEM 7.A**Rosenberg's Rules of Order****Request**

Rosenberg's Rules of Order

Explanation

Rosenberg's Rules of Order

Recommendation

REQUESTED PLANNING ADVISORY BOARD ACTION:

Attachment(s):

1. Rosenberg's Rules
2. Cheatsheet
3. Cheatsheet-2p
4. Motion-Rosenbergs
5. Rosenberg's Slides



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

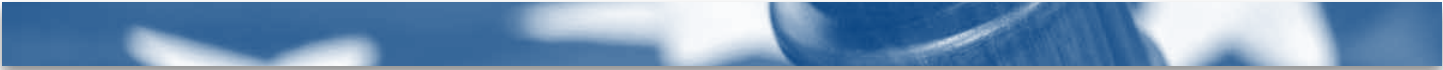


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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”



The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.



Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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ROSENBERG'S RULES OF ORDER *Quick Reference Guide*

Four Foundational Pillars: 1. Rules establish order • 2. Rules should be clear • 3. Rules should be user-friendly • 4. Rules enforce majority will while protecting minority rights

Basic Motions *(By default, motions allow for debate, cannot interrupt the speaker and require a simple majority vote.)*

Type:	Purpose	You Say:	Debate	Inter-rupt	Vote Needed
Basic	Introduce new business	I move that we...	Yes	No	Majority
Amend	Change the current motion	I move that we amend...	Yes	No	Majority
Substitute	Replace the current motion entirely	I move a substitute motion that...	Yes	No	Majority
Reconsider [†]	Revisit a previous vote in the same meeting	I move to reconsider...	Yes	No	Majority

[†] Only a member who voted with the majority may make a motion to reconsider

Motions to move on *(These motions are meant to have the body move on, and are not debatable.)*

Type:	Purpose	You Say:	Debate	Inter-rupt	Vote Needed
Adjourn	End the meeting	I move to adjourn...	No	No	Majority
Recess	Pause the meeting	I move to recess for / until...	No	No	Majority
Fix Time to Adjourn	Set a time limit for meeting	I move we adjourn this meeting at midnight...	No	No	Majority
Table	Place an item on hold	I move we table this item / until...	No	No	Majority
Limit Debate	Stop discussion and move to vote	I move the previous question / I move the question / question!...	No	No	2/3

Minority Protections *(These motions require a super majority to protect the minority.)*

Type:	Purpose	You Say:	Debate	Inter-rupt	Vote Needed
Limit Debate	Stop discussion and move to vote	I move the previous question / I move the question / question!...	No	No	2/3
Close Nominations	Move onto election	I move we close nominations...	Yes	No	2/3
Object to Consideration	Don't even consider an item	I move to object to the consideration of the question...	Yes	No	2/3
Suspend the Rules	Temporarily change the rules	I move to suspend the rules until...	Yes	No	2/3

Interruptions *(These motions allow you to interrupt the speaker.)*

Type:	Purpose	You Say:	Debate	Inter-rupt	Vote Needed
Privilege	Complain about noise, temp, etc	Point of Privilege...	Yes	Yes	Chair
Order	Object to procedure	Point of Order...	Yes	Yes	Chair
Appeal	Object to a decision by the chair	Point of Order...	Yes	Yes	Majority
Order of the Day	Return to the agenda	Call for the Order of the Day...	Yes	Yes	Chair
Withdraw [‡]	Pull back your motion	I withdraw the motion...	No	Yes	Chair

[‡] Only the member that made the motion can withdraw it.

BASIC AGENDA ITEM FORMAT

1. Announce agenda item
2. Invite report/recommendation
3. Technical questions
4. Public comments
5. Invite motion
6. Second the motion
7. Clarify motion
8. Discussion by body
9. Take vote
10. Announce result

KEY NOTES

Max of 3 motions on floor. Vote on last motion first.

Friendly Amendment: Informal change accepted by mover & seconder without vote.

VOTING RULES

Majority: More "Aye"s than "No"s

Two-Thirds: "Aye"s are double the "No"s.

DECORUM

Role of Chair: Applies rules; final unless overruled.

Courtesy:

- One person speaks at a time
- Recognition by chair before speaking
- Debate policy, not personalities
- Focus on issues

Public Input: Tell public what body will do, keep informed while doing it, tell what was done.

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[‡] Only the member that made the motion can withdraw it.

CITY OF KISSIMMEE, FLORIDA
PLANNING ADVISORY BOARD

MOTION TO ADOPT ROSENBERG'S RULES OF ORDER

Background

Kissimmee Code §2-211(c) gives the Planning Advisory Board the authority to make its own rules of procedure:

The planning advisory board shall make its own rules of procedure and determine its time of meeting. All meetings of the planning advisory board shall be open to the public and all records of the planning advisory board shall be a public record.

Rosenberg's Rules of Order are a modern rules of procedure that get back to the heart of Robert's rules. A short, simple set of procedural rules that are easy to understand and ensure meetings move smoothly, while maintaining the parts of Robert's Rules that everyone already knows.

Having a set of rules of procedure that all board members can understand and internalize can improve the effectiveness of the board.

Rosenberg's Rules of Order has been used successfully in many cities across the country, including in the nearby city of *Belle Isle*.

The California League of Cities, which holds the copyright for the rules, has granted us permission to make the rules available on the city website and to our board members.

I gave public notice at our August 20th 2025 meeting that I would make a motion to adopt Rosenberg's Rules in the meeting after the next. At our September 17th 2025 meeting we discussed Rosenberg's Rules and our Chair requested a motion for their adoption be added to the next meeting.

Motion

I move that we adopt Rosenberg's Rules of Order (Revised 2011) as our official rules of procedure, except where they conflict with the Kissimmee Code or Florida Statutes. A copy of Rosenberg's Rules of Order shall be made available to all board members upon request and shall be maintained on the City of Kissimmee website.

MOVED BY: Alexander Alemi on November 05, 2025

Rosenberg's Rules of Order

Alex Alemi
Planning Advisory Board
2025-11-19

“Confusion is a weapon. Clarity is a shield.”

City Code

Code Sec. 2-211. Organization (b)

The planning advisory board shall make its own rules of procedure and determine its time of meeting. All meetings of the planning advisory board shall be open to the public and all records of the planning advisory board shall be a public record.

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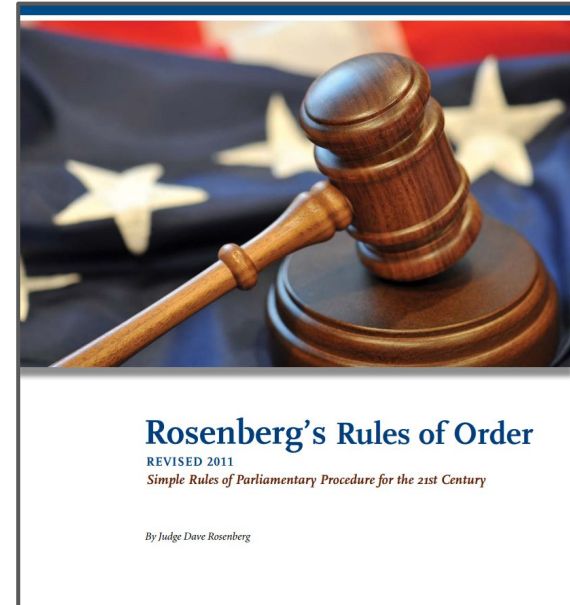
Most popular

Rosenberg's Rules of Order

Designed by a Parliamentarian as a simplified and modernized Robert's Rules of Order.

1. Rules should establish order.
2. Rules should be clear.
3. Rules should be user friendly.
4. Rules should enforce the will of the majority while protecting the rights of the minority.

"Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate."



Format for Agenda Item

1. Announce the item.
2. Invite the appropriate report
3. Ask members of the body if they have technical questions or clarifications.
4. Invite public comments.
5. Invite a motion.
6. Determine a second.
7. Restate the motion.
8. Invite discussion by the body.
9. Take a vote.
10. Announce the vote.

Seconding a Motion

Seconding a motion does not mean you support it!

From Robert's Rules §4:11

A second merely implies that the seconder agrees that the motion should *come before the meeting* and not that he necessarily favors the motion. A member may second a motion (even using the word “support” as indicated above) because he would like to see the assembly go on record as *rejecting* the proposal, if he believes a vote on the motion would have such a result.

In §4:13, routine motions do not require a second.

In §49:21, for small boards, no motions require a second.

Motions

- Basic motion
- Motion to amend
- Substitute Motion
- Motion to adjourn
- Motion to recess
- Motion to fix the time to adjourn
- Motion to table
- Motion to limit debate
- Motion to close nominations
- Motion to object to the consideration of the question
- Motion to suspend the rules
- Motion to reconsider
- Point of Privilege
- Point of Order
- Appeal
- Call for the orders of the day
- Withdraw a motion

Distinctions

- For most other details, Rosenberg's defers to the chair.
- Friendly Amendments - If during discussion, a friendly amendment can be proposed, if both maker and second agree, it becomes the pending motion. (as opposed to Robert's §12:91)
- ~~Substitute motions completely replace the motion under consideration.~~ (Though also in Robert's §12:69 - 90)
- ~~Withdrawal~~ (Robert's §33:14-18)
- Only 3 motions on the floor at a time.

Abstentions

Code Sec 2-211- Organization (a)

Four voting members of the planning advisory board shall constitute a quorum for the transaction of business. At least a majority of the quorum is required to take action on an agenda item.

Mandatory abstentions can affect quorum

Though we are prohibited from abstaining unless required via FS §286.012

Robert's Rules and Small Boards (Seconding)

In *Robert's Rules* §49:21 there are special rules for small board.

In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the result that hold in other assemblies, in the following respects:

1. Members may raise a hand instead of standing when seeking to obtain the floor, and may remain seated while making motions or speaking.
2. Motions need not be seconded.
3. There is no limit to the number of times a member can speak...

Vote Table

2						2-0
3					3-0	2-1
4				4-0	3-1	2-2
5			5-0	4-1	3-2	2-3
6		6-0	5-1	4-2	3-3	2-4
7	7-0	6-1	5-2	4-3	3-4	2-5

Red is not a quorum majority. Green is a majority and 2/3 majority, blue is a majority but not 2/3 majority.

To find 2/3 majority, double the number of no votes.