



## CITY OF NEW ORLEANS Restoration Tax Abatement Program

# PUBLIC MEETING PROCEDURES

### RTA Review Committee

Kelly Butler  
Safety & Permits | CAO

Tanya Irvin  
Law Department

Justin Nwokolo  
Supplier Diversity

Jeffrey Schwartz  
Economic Development

Tracy St. Julien  
Historic District Landmark  
Commission

Tremont Tapp  
Workforce Development

Courtney Wilson  
Treasury | Finance

The purpose of the Mayor's Restoration Tax Abatement Review (RTA) Committee is to provide each RTA applicant with a platform to present their project to the committee for recommendation of approval or denial which will be forwarded to council for final ruling. This meeting is open to the public.

Please take a moment to read our guidelines for public participation in committee meetings.

### Agenda

An agenda is available for public inspection at least 24 hours prior to the meeting and may be found on the [City's Webpage](#). Ordinarily the committee will address items as they appear on the agenda.

### Committee Voting Procedure

To take official action on RTA applications, a public meeting will be held in accordance with the requirements of the Open Meetings Law. A reasonable opportunity for public comment shall be provided before any vote is taken. Generally, a simple majority vote of the members present is needed to pass most motions. The committee shall render a vote of *strongly approve*, *approve*, or *disapprove*. If the committee is unable to reach a majority with respect to a recommendation, the committee shall be deemed to have decided to provide no recommendation.

### Public Participation In Meetings

Comments from the public are restricted to the public forum period of regular public meetings of the committee that are required by law.

RTA Committee meetings are the forum for the committee to conduct the review of RTA applications. While the Committee meetings are open to the public pursuant to the Louisiana Open Meeting Law, they are not a forum for public expression.

Guidelines for public participation in RTA committee meetings are as followed:

- Members of the public shall engage via written public comment to prevent disruption of the proceedings of the committee.
- Members of the public are not allowed to participate in committee discussion and debate without a specific invitation by the moderator (program manager) and has discretion in deciding what the scope of the comments may be.
- At the beginning of the meeting, the moderator will read aloud the entire committee agenda. Thereafter, the meeting will recess for 5-10 minutes so that members of the public may provide written public comment on any agenda item.
- Public comments will be accepted from the time the agenda is released until the end of the pre-set comment submittal period. Public comment received after the close of the pre-set submittal period will not be considered.
- *Public comment submitted must be accompanied by the following information:*
  - *the commenter's full name*
  - *the commenter's email address*
  - *the referenced agenda item (RTA application # and property address)*
- Public comments will be cited in the minutes of each meeting.
- Members of the public may not submit more than one written comment per agenda item.
- Before the Committee votes on an agenda item, the moderator will read into the record all comments pertaining to that item that have been submitted in accordance with these rules.

### Regular Meeting Date & Time

The RTA Committee convenes meetings bimonthly on the last Tuesday of the month, except when that would fall on or very near a holiday or event. All meeting dates are tentative and subject to change.