

Planning Commission

To enhance community understanding during public hearings; the Commission will adhere to the following protocol during a Planning Commission meeting.

- The Commission Chair will introduce the proposal and staff recommendation. Commission members may ask questions of staff.
- The applicant will be invited to describe the proposal and answer any questions from Commissioners.
- The Chair will open the public hearing, gauging the number of persons who may wish to speak. If a large number of persons wish to speak, the Chair may set a time limit for individual questions and comments. Spokespersons for groups may be granted a longer time for questions and comments.
- Speakers must clearly state their **full name and address** when recognized by the Chair. Remember, questions and comments are for the record.
- Direct all questions or comments to the Chair. The Chair will determine if any question will be addressed immediately or if it will wait until the public hearing is closed. They will also indicate who will answer each question.
- No one will be given the opportunity to speak a second time until everyone has had the opportunity to speak initially. Please limit second presentations to new information, not rebuttals.
- When public comments are complete, the Chair will close the public hearing. The Commission will then discuss the proposal and take appropriate action. The audience is welcome to listen quietly to the discussion but is requested not to make further comments.
- **In-Person Meetings**—Those wishing to speak should raise their hands and approach the podium when recognized by the Commission Chair, then clearly state full name and address for the record. Spokespersons for groups may be given more time for presentations.