

PLANNING COMMISSION RULES OF PROCEDURE

Procedure for Public Hearings

Cases shall be heard in the order in which they appear on the agenda, except the Planning Commission, upon good cause shown, may adjust the order.

For a public hearing, the order shall be as follows:

1. Presentation of request by staff. The members of the Commission may ask staff questions.
2. The Chair will invite the applicant to speak, whether they are physically present or calling in to speak. The members of the Commission may ask the applicant questions.
3. The Chair will open the public hearing. The Chair will recognize anyone who is physically present who wishes to speak during the public hearing. After all persons physically present are heard, the Chair will ask staff if anyone is on the call-in line. If individuals are on the call-in line, these individuals will be transferred to the live phone line and the Chair/Secretary will recognize them to speak. Generally, speakers are allowed up to three minutes to speak. However, time limits may vary at the Chair's discretion.
4. The Chair will close the public hearing after staff informs them that there are no more callers.
5. The Chair will invite the applicant to speak for an opportunity for response or clarification. The members of the Commissioners may ask the applicant or staff additional questions.
6. Commissioners will discuss the request and proceed with motions to vote.

Procedure for Public Comment

This section of the agenda provides a public forum for the Commission to hear from community members about matters pertinent to the activities, issues, or policies of the Commission. The comment period is limited to matters that are not scheduled for public hearing on that meeting's agenda.

1. The Chair will first recognize anyone who is physically present who wishes to speak during Public Comment. After all persons physically present are heard, the Chair will ask staff if anyone is on the call-in line. If individuals are on the call-in line, these individuals will be transferred to the live phone line and the Chair/Secretary will recognize them to speak.
2. Generally, speakers are allowed up to three minutes to speak. However, time limits may vary at the Chair's discretion.
3. The Chair will end public comment after staff informs them that there are no more callers.

Addressing the Commission; Public Hearings and Public Comment

1. All persons who speak before the Commission during public hearings or the public comment period shall do so from the podium or through the public call-in line.
2. The name and address of each person speaking shall be requested and the response shall be recorded in the minutes.
3. To maintain orderly procedure during public hearings, the applicant and community members shall speak without interruption. Cross-examination will not be permitted, but questions may be directed to the Chair who may allow limited questioning. Comments shall be directed at the Commission, not to the audience.

Written Comments

1. Community members have the option to submit written statements for consideration by the Commission by submitting their statements by e-mail, submitting through the City's website, or delivering a copy to the Department of Community Development before the meeting.

Updated: January 8, 2025