

Public Hearing Procedure 1

(Legislative) Page 1 of 2

The Public Hearing or meeting on the **Proposal/Issue** is now open.

This Public Hearing will proceed in an orderly fashion and I would like to ask your cooperation in the following procedure:

Everyone present will be given an opportunity to be heard. The Clerk will be recording what is said. Therefore, when you address the Planning Board, begin by stating your name and address. Speak slowly and clearly. Only one person will be allowed to speak at a time.

The concern is that this Hearing be fair in form and substance as well as appearance. Therefore, I would like to ask if there is anyone in the audience who objects to my participation as Chair or any other Planning Board Members participation in these proceedings? (If objections, give reasons).

The purpose of this Hearing is for the Planning Board to hear and consider the pertinent facts relating to this issue and ultimately to take action concerning the issue or proposal.

STAFF REPORT

1) Before hearing from the audience, we will request that staff provide background information on the issue.

PUBLIC TESTIMONY

2) At this time, the floor is open for comments from the audience. In fairness to all in attendance, each person will be given an opportunity to address the Planning Board for an initial period not to exceed three minutes. If more time is needed, it will be made available after everyone has had a chance to speak. I am requesting Planning Board Members to hold their questions until everyone is done. If any one requires special accommodation in order to speak, please let me know and we will make arrangements.

Please avoid demonstrations such as clapping or cheering either during or after the conclusion of anyone's presentation. Remember this is a time for the taking of public testimony. No debate is allowed.

Please also remember that it is the City's intention to hold an orderly Public Hearing, to give every person an opportunity to speak and to be heard and to ensure that no individual is embarrassed by their exercise of their right of free speech.

Who would like to begin? The City requests that you sign the sign in sheet and supply your name and address.

3) Additional Staff comments

4) Public comment – Is there anyone else in the audience who would like to add additional non repetitive information or evidence about this?

5) Planning Board Members, do you have any questions of the audience or Staff?

6) Request a motion to close the public portion of the Hearing.