

Public Hearing Information

In order to conduct the public hearing in an orderly manner, we ask that you follow these rules and procedures:

- Staff will announce the case and read the action requested.
- The Chair will ask if the applicant is present and if there are protestants or other interested parties.
- The applicant will be given time to present the case.
- The Board will then hear from other interested parties or protestants and may set a time limit for each speaker if there are several who wish to speak.
- If you wish to speak in support of or in opposition to a case, you must first complete the "Request to Address Board" form available at the front desk. If you do not complete this form and return it to the City Planner before the meeting starts, you will not be allowed to speak during these proceedings.
- Please do not repeat comments of previous speakers.
- When addressing the Board, please state your name and address for the record from the podium and direct all comments to the Chair. We have a taping system in the room so please speak clearly.
- After the Board has heard from protestants or other interested parties, the applicant may be allowed time for rebuttal. During the hearing, the Board may ask questions of the applicant or interested parties at any time.
- Please be advised that exhibits given to the Board will be kept and made a permanent part of the record.
- After the presentations, the Chair will close all public comments and discuss the case with other members of the Board and vote to approve, or deny the application. All such discussion among Board members will be public unless an executive session is posted on the agenda. No comments will be taken from the public or applicants during this time.

Please turn off all pagers and cellular telephones.

Are there any questions?