

The Planning Commission has adopted the following Rules of Procedure for all non-public hearing items. Procedure A applies to owner-initiated projects and Procedure B applied to City-initiated projects.

PROCEDURE A

**RULES OF PROCEDURE FOR
OWNER INITIATED NON-PUBLIC HEARING ITEMS**

ORDER OF PROCEEDINGS	SUGGESTED TIME ALLOTMENT
<ol style="list-style-type: none"> 1. Swearing in of witnesses 2. Staff introduction of the request, including Staff Report and recommendation 3. Applicant presentation 4. Commission questions of staff and applicant 5. Commission discussion and deliberation (The Commission may direct questions to any participant at any time in the proceedings.) 6. Action 	<p>10 minutes*</p>

*Related projects are frequently numbered on the agenda as 1A, 1B, etc. In this case, the applicant is allowed 10 minutes for the first project and 5 additional minutes for each additional project.

When public and non-public hearing items are combined, public comment shall be restricted to the public-hearing issue only. Examples include variance requests associated with plats, or rezonings and plats considered simultaneously.

PROCEDURE B

**RULES OF PROCEDURE FOR
NON-PUBLIC HEARING ITEMS INITIATED BY CITY**

ORDER OF PROCEEDINGS	SUGGESTED TIME ALLOTMENT
<ol style="list-style-type: none">1. Swearing in of witnesses2. Staff introduction of the request, including Staff Report and recommendation3. Presentation by owner of subject property4. Commission questions of staff and property owner5. Commission discussion and deliberation <i>(The Commission may direct questions to any participant at any time in the proceedings.)</i>6. Action	10 minutes*

*Related projects are frequently numbered on the agenda as 1A, 1B, etc. In this case, the applicant is allowed 10 minutes for the first project and 5 additional minutes for each additional project.

When public and non-public hearing items are combined, public comment shall be restricted to the public-hearing issue only. Examples include variance requests associated with plats, or rezonings and plats considered simultaneously.

The Planning Commission has adopted the following Rules of Procedure for all **public hearing** items. Procedure A applies to owner-initiated projects and Procedure B applies to City-initiated projects.

PROCEDURE A

**RULES OF PROCEDURE FOR
OWNER INITIATED PUBLIC HEARING ITEMS**

ORDER OF PROCEEDINGS	SUGGESTED TIME ALLOTMENT
1. Swearing in of witnesses	
2. Staff introduction of the request, including Staff Report and recommendation	
3. Applicant presentation	
4. Commission questions for staff or applicant	10 minutes*
5. Public hearing <i>(All comments / questions should be directed to the Commission. No public comments will be received after the public hearing is closed.)</i>	3 minutes per individual**
6. Closing comments from applicant	10 minutes
7. Closing comments from Staff	10 minutes
8. Commission discussion and deliberation (The Commission may direct questions to any participant at any time in the proceedings.)	
9. Action	

*Related projects are frequently numbered on the agenda as 1A, 1B, etc. In this case, the applicant is allowed 10 minutes for the first project and 5 additional minutes for each additional project.

**Individuals representing a group (ex. a neighborhood association) are given 5 minutes. This representation must be stated at the beginning of the speaker's presentation.

When public and non-public hearing items are combined, public comment shall be restricted to the public-hearing issue only. Examples include variance requests associated with plats, or rezonings and plats considered simultaneously.

PROCEDURE B

**RULES OF PROCEDURE FOR
PUBLIC HEARING ITEMS INITIATED BY CITY**

ORDER OF PROCEEDINGS	SUGGESTED TIME ALLOTMENT
1. Swearing in of witnesses	
2. Staff introduction of the request, including Staff Report and recommendation	
3. Presentation by owner of subject property	
4. Commission questions for staff or property owner	10 minutes*
5. Public hearing <i>(All comments / questions should be directed to the Commission. No public comments will be received after the public hearing is closed.)</i>	3 minutes per individual**
6. Closing comments from property owner	
7. Closing comments from Staff	10 minutes
8. Commission discussion and deliberation <i>(The Commission may direct questions to any participant at any time in the proceedings.)</i>	10 minutes
9. Action	

*Related projects are frequently numbered on the agenda as 1A, 1B, etc. In this case, the applicant is allowed 10 minutes for the first project and 5 additional minutes for each additional project.

**Individuals representing a group (ex. a neighborhood association) are given 5 minutes. This representation must be stated at the beginning of the speaker's presentation.

When public and non-public hearing items are combined, public comment shall be restricted to the public-hearing issue only. Examples include variance requests associated with plats, or rezonings and plats considered simultaneously.

Policy and regulatory issues follow Procedure B for public hearing items, without step 3. Examples include text amendments and adoption of policy documents.