

## **PLANNING COMMISSION AND BOARD OF COUNTY COMMISSIONERS PUBLIC HEARING PROCEDURES**

### What to Expect at Public Hearing

There will be two public hearings. The first public hearing is held by the Planning Commission. The Planning Commission has seven members appointed to make recommendations to the County Commission on land use, zoning, and land planning matters. The second public hearing is held by the Board of County commissioners. The County Commission is comprised of seven elected officials who will make the final decision.

Public Hearings are an opportunity for everyone interested to give comment. If you want to speak at the meeting, please fill out a form located in the lobby before the start of the meeting. At the beginning of the meeting the Clerk will swear-in everyone who wants to speak. Each meeting follows the general procedures described in this pamphlet.

- Introduction by Staff - County Staff will provide an overview of proposed matter.
- Applicant's Presentation - (limited to 15 minutes)
- Staff Presentation - A planner will highlight positive and negative points and present staff's recommendation. At the County Commission meeting, staff will also review the Planning Commission's recommendation to the Board.
- Public Comment - You may be a bit nervous. Don't worry, most people are. The whole purpose of the hearing is to allow the public the opportunity to speak. An individual will be allowed up to three minutes to speak. Anyone authorized to represent a group of five or more persons will be allowed up to ten minutes to speak. They must give the Clerk written authority to speak on behalf of the group or have one on file with the Clerk's office. For assistance with audio visual presentations (DVD, slide shows, Power Point, etc.) please contact the Planning Department Agenda Section 748-4501 ext. 6878.
- The Chairman will close the public comment portion of the meeting.
- Staff Reponse and Summary - Staff may summarize key issues and respond to questions.
- Applicant's Rebuttal Presentation - The applicant has the opportunity to make final closing comments.

There may be discussion between Commissioners, and questions by the Commissioners of the applicant, people who have given public comment, or staff. If there are no further questions, a decision will be made.

For questions or comments please contact Planning Department Agenda Section 748-4501 ext. 6878