



## **ORDER OF BUSINESS FOR PLANNING COMMISSION MEETING**

- 1. Chairperson calls the meeting to order**
- 2. Roll Call / Introduction of Board Members and Staff**
- 3. Approval of the Agenda**
- 4. Chairperson reads the Meeting Rules and directs citizens to the agenda for the order of business**
- 5. Old Business**
- 6. New Business**
- 7. Approval of minutes from previous meeting(s)**
- 8. Staff Updates**
- 9. Adjourn meeting**

## **ORDER OF BUSINESS FOR EACH APPLICATION**

- 1. Board Secretary reads the public notice**
- 2. Planning & Zoning Administrator / Assistant Zoning Administrator reads the Staff Report**
- 3. Applicant or representative comments**
- 4. Board discussion**
- 5. Comments by Government Officials – Townships, Commissioners, etc.**
- 6. Comments in favor or neutral**
- 7. Comments in opposition**
- 8. Further Board discussion**
- 9. Findings of Fact**
- 10. Motion and Vote**

## **RULES FOR PLANNING COMMISSION PUBLIC HEARINGS**

- 1. Please shut off cell phones or put them on vibrate.**
- 2. This is a public hearing and shall be conducted in a courteous and respectful manner.**

- 3. This hearing is to gather information for and against the proposal, so that the board can make an informed decision.**
- 4. Citizens that wish to speak are to raise their hands and only speak when asked by the Chairperson. Any and all comments shall be directed to the Chairperson.**
- 5. Citizens called upon to speak are to come up to the front table, state (and spell) their name, address and direct their comments to the Chairperson only, and are not to use threatening, offensive, or rude language or tones when addressing this assembly.**
- 6. Citizens are encouraged to speak their views but for the respect of everyone, need to keep repetitive comments to a minimum so the meeting will not be unnecessarily prolonged. Each citizen who chooses to speak will be given 3 minutes to speak their view. We ask that there be no discussions between and among the audience members.**
- 7. Anyone not following the rules will be excused from the meeting.**
- 8. The decision to grant or to deny the application will be made after listening to all comments, reviewing the submitted information, and deliberation among Board members.**
- 9. The decision will be based on how the findings of fact are answered.**