

**PLANNING COMMISSION
RULES OF PROCEDURE**

Procedure for Hearing Cases

Cases shall be heard in the order in which they appear on the agenda, except a case may be advanced for hearing by order of the Planning Commission upon good cause shown.

At the hearing, the order shall be as follows:

1. Presentation of case and explanation and/or report by staff.
2. Open public hearing
 - a. Statement of applicant or appellant
 - b. Statements of other persons in favor
 - c. Statements by those opposed
 - d. Applicant's rebuttal
 - e. Response and clarification from city staff
3. Close public hearing

The Chair may prescribe a reasonable time limit for each side to present its case. To maintain orderly procedure, each side shall proceed without interruption by the other. Cross-examination will not be permitted, but questions may be directed to the Chair who may allow limited questioning. The name and address of each person speaking shall be requested and the response shall be recorded in the minutes.

Public Input

This section of the agenda is where anyone wishing to speak may speak on any matter not outlined previously on the agenda. The Chair will open the floor for any person or organization that would like to speak to the Planning Commission on any subject at the discretion of the Commission. The Chair may prescribe a reasonable time limit for anyone wishing to speak at this time.