

# BOARD OF ZONING APPEALS

## MEETING GUIDELINES & PROCEDURES

Thank you for attending this afternoon's Zoning Appeals meeting.

1. Sign up sheets located in front of the Chair will determine the order of speakers recognized.
2. Public Hearings:
  - A. **Process:**
    - *Chair will read the agenda item*
    - *Staff member will make a presentation of the staff report*
    - *Chair will ask the Board if they have any questions of the staff*
    - *Applicant will present his or her proposal*
    - *Chair will open hearing and comments will be received*
    - *Chair will close public hearing*
    - *Chair will ask Board members if they have any questions*
    - *Chair will entertain a motion, call for discussion, then call the question. During this part of the discussion only the Board members will participate.*
  - B. **Procedure:**
    - *If a previous speaker has stated your position, you may make that known by reference*
    - *At the discretion of the Chair, presentations may be held on a time limit to allow enough time for all speakers*
    - *The Chairman shall act as timekeeper*
  - C. **Meeting Guidelines: (All comments are recorded on audio tape)**
    - *State your name and address.*
    - *Do not speak from your seat or out of turn.*
    - *Address comments directly to the Board as a whole.*
    - *State your position and give facts and data to back it up.*
    - *If you represent a group or organization, ask others present to rise and be recognized.*
    - *Debate is prohibited.*
    - *Give written statements and other supporting material to the Chair. (Written comments are welcome if you do not wish to speak).*
    - *Please hold all applause or other public statements of approval or disapproval when a member of the public is addressing the Board.*