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.