

Planning and Zoning: Procedures for Meeting

At 5:30pm, the Chairman calls the meeting to order.

1. The minutes are looked over.
 - a. A motion is made to approve or deny.
 - b. A second to the motion is made to approve or deny.
 - c. Then a vote is cast and recorded.
2. The Chairman must make a motion to go into the Public Hearing, that motion must have a second and be approved by a quorum to go into **each** Public Hearing.
3. The Community Development Manager then presents the application. The information consists of documents and PowerPoints.
4. Next the applicant/property owner/representative shares information or further input.
5. The public can speak at this time. Opposition or support. Each side has up to 15 minutes.
 - a. Each person must state their **"name & address"** at the microphone.

Once the Public Session is Over

6. The Chairman must make a motion to close the public hearing, a seconded motion and approval with a quorum to close each Public Hearing.
7. Once the Chairman closes the public hearing **No further public discussions at this time.**
8. Now the Planning and Zoning Board has a discussion amongst themselves over the application.
9. After the discussion occurs, these are the next steps.
 - a. A motion is made to approve or deny with or without conditions.
 - b. A second to the motion is made to approve or deny with or without conditions.
 - c. Then a vote is cast and recorded.
 - d. If the application is **TABLED**, this moves the application to the **NEXT** Planning and Zoning Meeting, **NOT THE COMMISSIONERS MEETING.**
 - e. If the Planning and Zoning Board decide they do not want to make a recommendation, then the board can choose to send it through to the Board of Commissioners Meeting **WITHOUT** recommendation.
10. Once all public hearing business has been handled—the Chairman starts the process to end the meeting.
 - a. A motion to end the meeting is made to adjourn.
 - b. A second to the motion is made to approve or deny the adjournment motion.
 - c. Then a vote is cast and recorded.

***Number 2 through 9 are repeated for each application.**