

**Planning Commission
Public Meeting
Participation Guidelines**

Thank you for attending tonight's meeting.

To ensure that all interested parties have the opportunity to address the Planning Commission and to maintain proper decorum, the following rules of procedure shall be followed.

1. All members of the public in attendance at Planning Commission meetings are requested to acknowledge their presence by signing the attendance sheet near the entrance to the meeting room. A copy of all sign-in sheets shall be maintained as part of the minutes.
2. No person shall speak at a Planning Commission meeting unless recognized and invited to do so by the Planning Commission Chairman.
3. All public comment shall be directed to the Chairman. No question shall be asked of an applicant or of a Planning Commissioner except through the Chairman.
4. Each person addressing the Chairman shall approach the podium, shall give his or her name and address in an audible tone of voice for the record and, unless further time is granted by the Chairman, shall limit the address to five (5) minutes.
5. Each speaker is requested to speak one time only to save time and so that others who wish to speak may do so.
6. Speakers should not repeat points that other speakers have made. The Planning Commission will consider all of the facts. Redundancy will delay the meeting.
7. No person, other than Planning Commissioners and the person at the podium shall be permitted to enter into any discussion, either directly or through a Planning Commissioner, without the permission of the Chairman.
8. No person, except City officials or their representatives, shall be permitted to go beyond the podium or approach the dais without the express consent of the Chairman.
9. All petitions, letters, photographs, sketches, drawings, documents, study reports or results, architectural and engineering renderings and any item submitted by any persons, companies, agencies and City officials or staff for Planning Commission consideration shall become a part of the record for the meeting at which they are submitted and shall be maintained as public records.
10. Any person who speaks from the audience without being recognized, makes personal, impertinent or slanderous remarks or becomes boisterous may be requested by the Chairman to leave the meeting immediately.