

## BOARD OF ADJUSTMENT MEETING

PLEASE FILL OUT AND SUBMIT TO PLANNING  
DIVISION STAFF AT THE FRONT OF CHAMBERS

- Those wishing to speak should move to the front of the room when their case # is called.
- Please avoid repeating issues which have already been discussed.
- Please observe time limits if imposed by Chairperson.

I am present regarding case # \_\_\_\_\_

I am in favor of this item.  I wish to speak.

I am opposed to this item.  I do not wish to speak

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE PRINT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

SEE BACK FOR PROCEDURES

### BOARD OF ADJUSTMENT PROCEDURES:

1. Chairperson introduces the case.
2. Applicant makes presentation.
3. Public Comments. (If possible, designate spokesperson)
4. Applicant's closing statements.
5. Chairperson asks for staff comments.
6. Chairperson closes public hearing.
7. Chairperson calls for a motion and second, and comments/discussion by board members.
8. Board votes on the motion and announces outcome.

THANK YOU FOR YOUR PARTICIPATION.