

# PLANNING AND ZONING MEETING

## Comment Card

(Please fill out and return to staff at the front of Chambers)

- Please avoid repeating issues which have already been discussed.
- Please observe time limits imposed by Chairperson.

I am present regarding agenda item # \_\_\_\_\_

\_\_\_\_\_ I am in favor of this item

\_\_\_\_\_ I am opposed to this item

\_\_\_\_\_ I wish to speak

\_\_\_\_\_ I do not wish to speak

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

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

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

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

### PLANNING AND ZONING BOARD PROCEDURES:

1. Chairperson introduces the case.
2. Staff presents case.
3. Applicant makes presentation.
4. Persons wishing to speak
  - a. If possible, designate spokesperson. \*Allows 10 minutes
  - b. Single Speaker. \*Allows 3 minutes
5. Applicant responds to points.
6. Board members discussion.
7. Chairperson calls for a motion and second.
8. Board votes on the motion, and outcome announced.