

Meeting Procedure

1. *Staff Presentation*
2. *Developer/Project Applicant presentation*
3. *Open Public Comment (if item has been noticed to the public)*
4. *Close Public Comment*
5. *Planning Commission Deliberation*
6. *Planning Commission Motion*

*In order to be considerate of everyone attending the meeting and to more closely follow the published agenda times, public comments will be limited to **2 minutes per person per item**. A spokesperson who has been asked by a group to summarize their concerns will be allowed 5 minutes to speak. Comments which cannot be made within these time limits should be submitted in writing to the Community Development Department prior to noon the day before the scheduled meeting.*

*Planning Commission applications may be tabled if: 1) Additional information is needed in order to take action on the item; OR 2) The Planning Commission feels there are unresolved issues that may need further attention before the Commission is ready to make a motion. **No agenda item will begin after 11 pm** without a unanimous vote of the Commission. The Commission may carry over agenda items, scheduled late in the evening and not heard, to the next regular scheduled meeting.*