

The Planning Commission welcomes and encourages citizen participation in its meetings. To insure fair and timely participation, the following procedures are observed by the Commission:

1. All presenters are asked to state their name
2. Each speaker on a general matter is limited to three minutes;
3. Speaker's comments are limited to a presentation on his or her point of view only – questions of clarification may be entertained only by the board members;
4. All comments are to be directed to the Commission;
5. Debate between a recognized speaker and audience members or between board members and the speaker is not permitted;
6. Courtesy between the speaker and audience is expected at all times;
7. Speakers are requested to leave any written statement and / or comments with the clerk to the board;
8. Individuals speaking on behalf of an organized group are required to file with the Commission written authorization from the group allowing the individual to represent that group; and
9. Presentation to the board by groups should:
 - a. Obtain approval from the chairman of the Commission;
 - b. Submit all written materials and data no later than ten days prior to the meeting in time to be included in the agenda packet distributed a week before each regular monthly meeting;
 - c. Limit presentations to fifteen minutes; and
 - d. File with the Commission written authorization from the group allowing the individual to represent that group.

The Commission also:

1. Allows a brief citizens comment session at the end of each regular meeting;
2. Requests a concise written explanation of each presentation to be made to the Planning Commission be included with the agenda packet sent out a week in advance of the regular meeting;
3. Limits any presentation to a maximum of fifteen minutes, without prior approval of the chairman;
4. Allow speakers addressing general items on the agenda to alternate between pro and con statements.