

Planning Commission Public Hearing Script
Planned District Conceptual Development Plan

_____ To protect the rights of all parties involved and in order to create an opportunity for everyone to speak their opinions in an orderly fashion, the Planning Commission follows specific fact finding procedure. Your attention to this procedure is appreciated.

_____ We would like to formally open the hearing regarding Case Number **PC25-07**. Have any Planning Commissioners had any outside contacts regarding this case? If so, please indicate who you have spoken with and explain the nature of the conversation.

_____ Do any Planning Commissioners have a conflict of interest in this case?

_____ Staff, please give a brief background and facts concerning this case?

_____ Is the applicant or his/her agent in attendance? Please step forward and state your name and address and sign before presenting your case. You have ten (10) minutes to present your case. Planning Commission members may request clarification at the end of your presentation.

_____ Is there anyone in the audience who would like to comment or ask questions concerning this case? You may have five (5) minutes to comment or ask questions. Please clearly state your name and address and sign in before commenting.

_____ If there are no further comments, we will ask the Commission Staff to provide its recommendations regarding this case. Staff?

_____ Does the applicant wish to rebut any statements made in the staff report or in the public comments?

_____ Does any member of the public wish to rebut any statements made in the Staff report or by the applicant?

_____ Does the Commission have any further questions of the applicant or staff?

_____ If not, the public hearing is now closed.

_____ The Chair will entertain a motion at this time.

_____ A motion to (repeat motion) based on (repeat factors) has been made and seconded. Is there any discussion?

_____ Staff, please call the roll. Motion (carries or fails).

Sample Motion.

I move that we recommend (approval/ approval with conditions/ continuance/ denial) of this Planned District Conceptual Development Plan based upon the following findings:

<<IF approved>> Approval is based upon the following conditions and modifications: _____