

Public Hearing Conduct and Procedural Protocols

1. Ground Rules for the Hearing

- Everyone will have a chance to speak.
 - No interrupting speakers or commissioners.
 - Comments must be directed to the Commission, not other members of the public.
 - No personal attacks, shouting, or disruptive behavior.
 - Time limits will be enforced.
 - Presenters who wish to use AV should arrive at least 20 minutes early to test it out or make arrangements during regular business hours to work with Zoning staff.
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2. Chairperson Controls the Room

The Chair will:

- Call on speakers
 - Stop cross-talk
 - Pause the meeting when needed
 - Remind the room of decorum
 - Determine when testimony becomes disorderly
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3. Applicant Presentation

- The applicant will have up to ten minutes of uninterrupted time to present their case.
 - The Commission may extend this time if additional discussion or clarification is needed.
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4. Opposition Presentation

- If a designated spokesperson for the opposition, such as an attorney, is present, they will be given up to ten minutes of uninterrupted time to present their case.
 - The Commission may extend this time if additional discussion or clarification is needed.
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5. Time Limits for Public Comments

- Each individual is allotted a maximum of three minutes for public comment and may speak only once.
 - All comments must be focused on the agenda item.
 - Speakers may not yield or transfer their time to others.
 - All questions for the Commissioners must be asked during the individual's three-minute speaking time; no additional time will be provided.
 - After providing your comments, please be seated promptly.
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6. All Comments Must Be Made from the Podium

- There will be a log-in sheet for all speakers to sign with their name, address and phone number before being allowed to speak.
 - Speakers must come to the podium and wait to be recognized by the Chair.
 - Once recognized by the chair, the speaker must state their name and address for the record.
 - Only one person should speak at a time.
 - Speakers must remain within the allotted speaking time.
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7. Standards of Participant Behavior

Participants should:

- Address questions through the Chair.
- Refrain from side conversations while another person has the floor.
- Zoning staff and County Attorney have no obligation to answer questions from the public. The Commission can ask the appropriate person to answer a question if the Commission deems it worthy of an answer.

- Commissioners should direct questions through the Chair when appropriate and should not engage in extended exchanges with individual members of the audience.
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8. Standards of Conduct

All participants are expected to maintain a respectful meeting environment.

The following conduct may be addressed by the Chair:

- Personal threats or intimidation.
 - Repeated interruptions.
 - Disruptive shouting or sustained outbursts.
 - Applause, yelling, or any form of group outburst is prohibited during the meeting.
 - Refusal to follow reasonable speaking-time requirements.
 - Physical interference with another participant.
 - Blocking entrances, exits, aisles, or required safety areas.
 - Deliberate interference with recording, broadcasting, or other meeting functions.
 - Other conduct that materially prevents the Commission from conducting its business.
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9. Progressive Response to Disruptions

Step 1 — Reminder

Step 2 — Warning

Step 3 — Loss of the Floor

Step 4 — Recess

Step 5 — Removal or Other Authorized Action

A Sheriff's Deputy will be present to assist with maintaining order and ensuring a safe and orderly environment.