

# *Chesapeake Planning Commission*

~ NO FOOD OR DRINK ALLOWED IN THE CHAMBERS ~

~ PLEASE TURN OFF ALL CELL PHONES ~

## **PROCEDURE & RULES**

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### **PROCEDURE**

The Planning Commission Chairman calls the meeting to order followed by the Pledge of Allegiance, Invocation, Roll Call, and approval of minutes of the previous meeting.

The agenda is divided into three sections: items for a continuance or withdrawal, Consent Agenda items, and Public Hearing Regular Agenda items.

#### **I. Continuances and Withdrawals**

These are items that are recommended for a continuance or withdrawal.

The Planning Director calls forth each item.

Normally, the Commission allows an item to be withdrawn without further discussion.

In the case of continuances, it is the Planning Commission's policy to continue the item as requested by the Planning Director.

Although the Commission will continue the item as requested, the Commission will allow those who have submitted a card to speak on the item; however, **the comments must be limited to the continuance request and not the merits of the application.**

Speakers will be called by the Secretary to present their case. Each speaker will be allowed to speak a total of three (3) minutes on **all applications** that are recommended for a continuance.

The Planning Commission may take one vote on all continuance and withdrawal Items.

#### **II. Public Hearing Consent Agenda Items**

The Consent Agenda contains those items that the Planning staff believes are unopposed and which have a favorable Staff recommendation.

If an item is placed on the Consent Agenda, it is being grouped together with other items on the agenda that appear to be unopposed and have a favorable staff recommendation.

Any member of the Commission may move a Consent Agenda item to the Public Hearing Regular Agenda.

The Recoding Secretary calls forth all Consent Agenda items.

The Planning Commission will hear speakers, both those in favor and those opposed to the applications on the Consent Agenda **at one time.**

Speakers will be called by the Secretary to present their case. Each speaker will be allowed to speak a total of (5) minutes on **all applications** on the Consent Agenda. If the speaker has an objection to an item being placed on the Consent Agenda, the speaker should note his or her objection during their presentation.

The Commission may take one vote on all of the Consent Agenda items. Once the Commission has approved the item as part of the Consent Agenda, it is deemed approved and will not be discussed any further.

### III. Public Hearing Regular Agenda Items

The Recording Secretary calls forth the Regular Agenda item under consideration.

The proponents of the application will be called by the Chairman to present their case. When there are three (3) or fewer persons registered to speak, each speaker will have five (5) minutes to present comments to the Commission. When more than three (3) persons are registered to speak, each speaker will have three (3) minutes to present comments.

The opponents will then be called by the Chairman to state their opposition. When there are three (3) or fewer persons registered to speak, each speaker will have five (5) minutes to present comments to the Commission. When more than three (3) persons are registered to speak, each speaker will have three (3) minutes to present comments.

Commission discussion will then take place. No further public comment will be heard at that point. During its discussion, the Commission may call speakers back to conclude their remarks.

Following discussion, Planning Commission will take action on the item.

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### RULES

1. The proponents and opponents of the application will be requested to fill out a speaker form for each item they would like make a presentation. Proponents or speakers available for questions only should use the green-colored speaker form, while opponents should use the yellow-colored speaker form. The forms are located at the entrance. **Speaker forms must be turned in by 7:00 PM in order to address the Planning Commission.** Failure to submit a speaker form by the start of the meeting at 7:00 PM will result in the forfeiture of speaking time, unless the Commission grants special permission for good cause shown.
2. Each person appearing before the Commission is requested to state his/her name and address at the beginning of his/her presentation.
3. The Commission asks that speakers not be repetitive or redundant in their comments.
4. No rebuttal shall be permitted. Clarification may be requested by members of the Commission.
5. No "running" debates between various parties will be permitted by the Chairman.
6. Anyone having maps, graphs, pictures, etc., to present to the Commission shall either present them to the Commission from behind the speaker's stand or pass them to the Recording Secretary or Planning Administrator for distribution to the Commission. Please have at least 11 copies for distribution.
7. Upon motion by a member of the Commission, the meeting may end at 11:30 p.m. and all unfinished business shall automatically be continued to a special meeting to be held two weeks hence. The Chairman shall announce the time and date of such a meeting.
8. Your cooperation in expediting matters before the Commission will be greatly appreciated.
9. In accordance with the Planning Commission By-laws, Article VIII, Hearings, Section 4, all speakers are to address the topic or application presented for discussion. Speakers will not be permitted to: 1. Engage in personal attacks against any person or entity; 2. Use profanity or vulgar language; 3. Campaign for public office; or 4. Promote private business ventures.

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The City of Chesapeake will attempt to make reasonable accommodations and services necessary for sensory impaired and disabled citizens giving this department a three working day notice by calling **382-6176**.