

## **Chair Instructions for steps in public hearing/zoning item:**

- 1) Read Application Summary into the Record
- 2) Ask if there is an Applicant
- 3) Allow applicant to make presentation and clarify information.
- 4) Once presentation is complete, Announce “This is a public hearing, is there anyone here that would like to speak on this item?”
- 5) Allow each member of the public 3 minutes to speak
- 6) Once the last member of the public has spoken, Announce, “I am closing this to the public”.
- 7) Allow the applicant to rebut/answer any questions asked by the public.
- 8) Announce: “I am now opening this to the Board”
- 9) Allow any board member to ask questions/make comments
- 10) Once all Board members have commented, ask Board: “Does anyone want to make a motion.”
- 11) Once a motion is made, Repeat the motion.
- 12) Ask, “All in Favor” Wait for the board to respond; then
- 13 Ask, “All Opposed” Wait for the board to respond
- 14) Announce the final vote.