

NOTES FOR PLANNING COMMISSION CHAIR

It is the role of the Chair (and Vice-Chair in Chair's absence) to run meetings according to the Fort Bragg Planning Commission Bylaws 2019.

1. **CALL TO ORDER:** Announce the meeting is open and the time and knock gavel.
2. **PLEDGE OF ALLEGIANCE:** Prompt the recital of the Pledge of Allegiance.
3. **ROLL CALL:** Ask Joanna to take note all Commissioners are present, or note who is absent.
4. **APPROVAL OF MINUTES:**
 - a. Ask for a motion to approve/amend the minutes.
 - b. Ask for a 2nd motion.
 - c. Joanna will call individual votes from each Commissioner.
5. **PUBLIC COMMENT ON NON-AGENDA ITEMS:**
 - a. Announce the meeting is open for public comment on non-agenda items.
 - b. Read name from green Speaker Cards. If there are no speaker cards, ask community members present if they would like to speak on anything not included in the agenda.
 - c. Ask speaker to address Commission from the podium and to state their name for the record.
6. **DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS:**
7. **PUBLIC HEARINGS:**
 - a. Announce the Public Hearing (title from the agenda).
 - b. GAVEL. open public hearing.
 - c. Staff will present report.
 - d. Commissioners ask clarifying questions of staff.
 - e. Invite the applicant up to address Commission first.
 - f. Read name from green Speaker Card. If there are no speaker cards, ask community members present if they would like to speak (speaker should state name for the record).
 - g. Ask Commissioners if there are any further clarifying questions from staff or the applicant before the public hearing is closed and Commissioners deliberate/make decision.
 - h. GAVEL. Close the public hearing with the gavel, noting the time for the record.
 - i. Facilitate discussion among the Commission.
 - j. Ask for a motion to either approve, deny or continue.
 - k. Ask for a second.
 - l. Joanna will call individual vote.
8. **CONDUCT OF BUSINESS:**
 - a. Announce the item.
 - b. Staff will present report.
 - c. Commissioners ask clarifying questions from staff.
 - d. Ask for public input/comment.
 - e. Facilitate discussion among the Commission.
 - f. Provide direction to staff on the item.

9. MATTERS FROM COMMISSIONS/STAFF:

- a. Ask for comments or matters from Commissioners and staff.

10. ADJOURNMENT:

- a. Announce the time that the meeting is adjourned and knock gavel.

Thank you for your service 😊