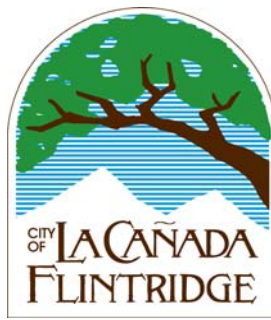


*Welcome to the*



*Planning Commission!*

Meetings are held regularly:

2<sup>nd</sup> and 4<sup>th</sup> Tuesdays each month, 6pm -- City Council Chambers -- 1327 Foothill Boulevard

### **Meeting Procedures:**

For Planning Commission matters listed on the agenda as public hearings, you as a member of the public have the opportunity to speak. The order of procedures is as follows:

**1. Announcement of Each Item:** The Chair announces each item in the order listed on the agenda. (Occasionally, the chair may revise the order of items.)

**2. Staff Report:** For each item, a staff report has been prepared and is available before and at the hearing. Staff will also verbally present an overview of the agenda item and make a recommendation for Commission action. The Commission has the opportunity to question staff following this presentation.

### **3. Public Hearing:**

**a. Applicant's Presentation:** The applicant requesting approval of the agenda item is then given time to present arguments in favor of the proposal, and to then answer any Commission questions.

**b. Public Testimony:** Once the Chair invites members of the public to speak on an agenda item, you may come to the lectern to identify yourself for the record and speak. You may also present exhibits, which become part of the City's official case file. Please address all comments to the Chair and the Commission, rather than to staff or the audience. Comments should be kept brief, and repetition should be avoided.

**c. Applicant's Rebuttal:** In the event of negative public testimony, the applicant is given the final opportunity to speak at the hearing.

**d. Public Hearing Closed:** After receiving all testimony, the Chair closes the public hearing. The public cannot testify once the public hearing has been closed.

**4. Discussion and Vote by the Commission:** Following the public hearing, the Commission then discusses the agenda item.

### **Appeals:**

On project reviews, you may appeal Planning Commission decisions to the City Council within 15 days of the action. If no appeal is filed, the action is made final. Further information on the appeal process, including required fees, is available from the Planning Department.

**Thank you for coming! Please contact the Planning Department with any questions:**

**818.790.8881**