



### Planning Board

Darrell Watts – Chairman  
Rocky Clinton-Vice-Chairman  
Michael Lunsford-Secretary  
Larry Roberts-Member  
Kevin Boortz-Member

City Engineer-Garver  
City Planner-Courtney McNair  
City Attorney-Harrington-Miller  
Public Works Director-James Clark  
Code Enforcement Officer-Brett Freeland  
Building Inspector-Roger Duncan

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## Explanation of Standard Planning Board Hearing/Meeting Procedures

The following represents the Rules of Conduct for all Public Hearing and Planning Board Meetings:

### PUBLIC HEARING MEETING:

1. Staff will present each project.
2. The applicant of the project will add any additional information.
3. **The Planning Board Chair will open the public comment portion of the meeting. Members of the public will be asked if they would like to make any comments of the proposed project:**
  - **When recognized, please proceed to the microphone and state your name and association with the Project (neighbor to the East, Representative for the P.O.A. of Subdivision, etc.)**
    - **Each Individual will have 3 minutes in which to present their statements.**
      1. In the interest of allowing all concerned members of the public to speak in a timely manner, it is not necessary to restate an issue that had already been brought forward by another concerned citizen.
    - **Each Group Representative will have 10 minutes in which to present their statements. (If you are being represented by a Group Representative, please do not comment as an Individual)**
      1. In the interest of allowing all concerned members of the public to speak in a timely manner, it is not necessary to restate an issue that had already been brought forward by another concerned citizen.
4. After all members of the public that wish to speak have spoken, public comment will be closed.
5. **After all projects have been presented and public comment heard, the Board will move to adjourn the Public Hearing.**

### PLANNING BOARD MEETING TO IMMEDIATELY FOLLOW THE PUBLIC HEARING:

**Same procedures #1-#4 above, with the addition of STAFF RECOMMENDATION at the end of the project presentation.** In the interest of allowing all concerned members of the public to speak in a timely manner, it is not necessary to restate an issue that had already been brought forward by another concerned citizen. If you spoke at the Public Hearing Meeting, please do not comment with the same information. You may add additional comments if there is new information to be added.

5. A member of the Planning Board will present a motion (to approve, approve with conditions, deny, or table the project).
6. The Planning Board will deliberate and may ask questions of the applicant or staff.
7. The Planning Board will vote on the project.