

LAND USE AND ZONING COMMITTEE INFORMATION SHEET

GENERAL MATTERS

- Anyone who wishes to speak before the Committee must fill out a yellow speaker's card, located on the desk near the podium, and place it in the basket beside the podium.
- Each speaker's testimony is taken down by the court reporter so please speak clearly into the microphone. Only one person may speak at a time.
- Any tangible materials submitted with a speaker's presentation, such as documents, photographs, plans or drawings, will be kept by the Committee; so please keep a copy of anything you wish to submit.
- Please place any cell phones or other audible devices on silent mode.
- There shall be no public displays of support or opposition.

ORGANIZATIONAL MATTERS

Items are generally addressed in the order in which they are listed on the agenda, which is located on the desk near the podium. However, items may be heard out of order for the sake of efficiency or to accommodate scheduling conflicts.

Unless there is a formal hearing on a particular item, each member of the public is limited to a 3-minute presentation.

Presentations must be concise and should address only the item before the Committee and be limited to the criteria upon which the Committee's decision must be based.

QUASI-JUDICIAL PROCEEDINGS

Decisions on rezonings, including PUDs, waivers, and appeals, are *quasi-judicial* in nature and certain protocols need to be followed during these proceedings.

The normal format is to allow the applicant to make his or her presentation first, followed by any members of the public who wish to speak in support of the item, and then to afford any members of the public who are in opposition an opportunity to speak. After the public comments, the applicant will have an opportunity to provide a rebuttal to address the issues raised by the speakers.

All quasi-judicial decisions must be based on "*substantial competent evidence*" which means that the Committee's decision must be supported by fact-based testimony or expert testimony and not generalized concerns and opinions.