



PLANNING & ZONING COMMISSION PUBLIC HEARING PROCEDURES

“This is a Legal Public Hearing and these are the meeting procedures as such:”

1. You are required to sign an Oath of Affirmation if you are planning to give testimony.
2. This meeting is recorded; you must come to the podium to speak when given the floor, stating your name and address before you speak. **No one else may speak when someone has the floor.**
3. We will take applications in the order they are printed on the agenda.
4. Planning Staff will present the Staff Report and the Commission may ask Staff questions.
5. The applicant or representative will make the presentation. The Commission may then ask the applicant questions regarding the application
6. All information and testimony should directly address the subject at hand. All written testimony and exhibits must be submitted to the Planning Commission to be included in the official record. No more than 2 pages of written testimony to be accepted at the hearing. All other documents must be delivered to Bingham County Planning & Development a **minimum of 8 days before the hearing.**
7. The audience will then give testimony; in Support, Neutral, or Opposition to the application. Testimony should not be repetitious of other testimony already given. Testimony should not be personally malicious. **5 Minutes each.** These time limits will be imposed on all who participate.
8. The Commission may ask questions of each per testifying, if needed.
9. Applicant may rebut facts presented by Audience or Commission. There will be no rebuttal testimony by the audience unless the applicant presents new facts.
10. Public testimony will then close.
11. The Commission will discuss the application and they may vote to approve or deny; or the Commission may table the decision to a later date.

We ask everyone to be respectful at all times