



## CITY OF PLACERVILLE PLANNING COMMISSION

**WELCOME**, we thank you for your interest in planning for Placerville.

Most of the items before the Planning Commission usually occur under environmental assessments and public hearings. Under this portion of the agenda, the Commission will hear **ZONE CHANGES, GENERAL PLAN AMENDMENTS, CONDITIONAL USE PERMITS, SITE PLAN REVIEWS AND VARIANCES.**

The Commission will follow the following procedures while conducting a public hearing:

- The Commission Chair will **announce the item.**
- Ask the staff to present the **staff report.**
- Invite the **applicant** to speak. For appeals the appellant would speak before the applicant. The appellant would highlight the reasons for the appeal.
- The Chair will open the public hearing and invite the public who wish to speak **regarding the application.**
- At the discretion of the Commission, allow if necessary, **rebuttal statements from the applicant to clarify any items** that may have been brought up by previous speakers.
- The Chair will **close** the public hearing. The Chair will turn the item over to the Commission for discussion. During this discussion time, the Planning Commission may **request clarification of information from staff or the applicant or the public.**
- The Commission will **make a motion and vote on the item.**

If you decide to speak during the public hearing, please approach the podium and wait for the Commission Chair to recognize you. Tell the Commission your concerns. We want your views; don't worry about how to say them. If several people have spoken, try not to be repetitious. If there are several with the same concerns, please try to appoint a spokesperson. The Commission is particularly interested in the specific reasons you are for or against a proposal because the Commission's decision needs to be based on specific reasons.

The Planning Commission normally ends its meetings by **10:00 p.m.** even if it necessitates carrying items over to another meeting. The Planning Commission will consider only "Matters from Commissioners and Staff" on the agenda after 9:30 p.m., unless otherwise changed by a majority vote of the quorum.

The action taken by the Planning Commission may not be final or may be a recommendation to the City Council. For future procedures, appeals, or if there are any questions, please contact the Planning Division office at (530) 642-5252 for assistance or email them to [pv.planning@gmail.com](mailto:pv.planning@gmail.com).

## **Tips for Participating in Public Hearings**

**Purpose:** The purpose of the public hearing is to provide important information to the public and members of the Planning Commission to assist them in decision making. All participants are expected to conduct themselves in a civil and respectful manner.

**Applicant's Presentations:** Be prepared, succinct and to the point. Submit written and graphic material in complete form in time to be reviewed and included in the staff report (deadline is typically the Wednesday preceding the meeting date). Identify changes to the project request in response to concerns of the public and/or staff, or disagreements with staff recommendation or proposed conditions of approval.

**Public Comment / Presentations:** Be prepared, succinct and to the point. Submit written and graphic material in complete form in time to be reviewed and included in the staff report (deadline is typically the Wednesday preceding the meeting date).

### **Meeting Decorum**

- Please turn off cell phones, pagers or other electronic devices.
- Address the Planning Commission Chair with all testimony and questions. Please do not address the applicant, members of the public or staff.
- Wait to be recognized by the Chair before speaking at the podium.
- Agree or disagree respectfully. Please, no applause, or booing or personal attacks.
- Please take personal discussions out of the Town Hall chambers so as not to disturb others or disrupt the public hearing.