



HISTORIC DOWNTOWN ADVISORY COMMISSION

MEETING RULES

- 1. The Chairman will read the item from the agenda.**
- 2. Presentation by the Applicant.** The applicant, or a representative of the applicant, will make a complete, detailed presentation of the proposal based on the Commission's submittal requirements (which are included with the application for a Certificate of Appropriateness).
- 3. Staff Report.** The City Staff will summarize the primary issues for the Commission, explain all Zoning Code issues that apply, answer Commission questions, and advise as requested.
- 4. Architectural Advisor to the Commission.** The Chair will ask for discussion and comments from the Architectural Advisor.
- 5. Open Session for Public Comment.** The hearing will be opened for public comment. Citizens wishing to speak on an item on the agenda will be recognized by the Chairman. Each person addressing the Commission shall state his/her name and address. All questions or comments shall be directed to the Chair, and will be limited to a maximum of three minutes. After 3 minutes, the Chair will ask the individual to "please summarize comments" as they are past the allotted time. The Commissioners are to take notes on any comments they wish to address and shall hold them for the Commission deliberation session.
- 6. Close Public Comment Session.** The public hearing will be closed. Once the public comment session is closed, no further comments from the audience will be entertained. Commission members may request clarification of a public comment from a member of the audience and the Chair may request further public comment *during the Commission deliberation session*.
- 7. Commission Deliberation.** The Commission will begin deliberations on the proposal; no further comments will be entertained unless an amendment or other motion is made which substantially changes the main motion. The Chair shall recognize persons in the audience wishing to speak to that amendment, or may request additional general public comment.

These rules do not prevent any member of Commission from making a motion to call the question, and if such motion is made, it shall be disposed of in accordance to Roberts' Rules of Order (highest precedence, no debate, immediate vote, etc.).