



## CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

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To: Planning Commission  
From: Department of Community Development  
Date: July 14, 2021 (Regular Meeting)  
Re: Consider new Rules of Procedure

Over the last year, we have learned about how we can use technology to increase public access to public meetings. As we return to in-person Planning Commission meetings with community members in attendance, the public comment call-in phone line will remain available along with livestreaming on the City's website and on Public Education Government Channel 3.

Enclosed are updated Rules of Procedure for Planning Commission meetings for your review and approval. After Planning Commission has adopted the Rules of Procedures, a copy will be posted on the Planning Commission webpage: <https://www.harrisonburgva.gov/planning-commission>.

## **PLANNING COMMISSION RULES OF PROCEDURE**

The Harrisonburg Planning Commission permits the use of a public call-in line to enable interested individuals to participate in public hearings and the portion of the agenda listed as “Public Comment.” Individuals participating through call-in shall adhere to the same rules as those physically present, including time limits.

### **Procedure for Public Hearings**

Cases shall be heard in the order in which they appear on the agenda, except a case may be advanced for hearing by order of the Planning Commission upon good cause shown.

For a public hearing, the order shall be as follows:

1. Presentation of case and explanation and/or report by staff.
2. The Chair will open public hearing.
  - a. During a public hearing, if there is an applicant the Chair will first recognize the applicant to speak, whether they are physically present or calling in to speak.
  - b. The members of Planning Commission may ask the applicant any questions.
  - c. After the applicant speaks and members of Planning Commission have no more questions for the applicant, the Chair will recognize anyone who is physically present who wishes to speak during the public hearing.
  - d. After all persons physically present are heard, the Chair will ask city staff if anyone is on the call-in line.
  - e. If individuals are on the call-in line, these individuals will be transferred to the live phone line and the Chair will recognize them to speak.
  - f. Planning Commissioners may ask the applicant or staff additional questions or give the opportunity for response or clarification.
3. The Chair will close the public hearing after city staff informs them that there are no more callers.

The Chair may prescribe a reasonable time limit for each side to present its case. To maintain orderly procedure, each side shall proceed without interruption by the other. Cross-examination will not be permitted, but questions may be directed to the Chair who may allow limited questioning. The name and address of each person speaking shall be requested and the response shall be recorded in the minutes.

### **Public Comment**

This section of the agenda is where anyone wishing to speak may speak on any matter not outlined previously on the agenda. The Chair will open the floor for any person or organization that would like to speak to the Planning Commission on any subject at the discretion of the Commission. The Chair may prescribe a reasonable time limit for anyone wishing to speak at this time.

1. The Chair will first recognize anyone who is physically present who wishes to speak during Public Comment.
2. After all persons physically present are heard, the Chair will ask city staff if anyone is on the call-in line.
3. If individuals are on the call-in line, these individuals will be transferred to the live phone line and the Chair will recognize them to speak.
4. The Chair will end public comment after city staff informs them that there are no more callers.