

Welcome to a meeting of the Coeur d'Alene Planning Commission. The purpose of this guide is to acquaint interested citizens with the procedures adopted by the Planning Commission for the orderly conduct of its meetings. The Planning Commission has an established Agenda for each meeting. Copies of the agenda for each meeting are available for review. The Planning Commission will follow the Order of Business in the Agenda, unless it is altered by a majority vote of the Commission.

### **TIMES TO KNOW**

All Planning Commission public hearings begin at 6:00 p.m. No new hearings begin after 10:00 p.m. Meetings end at 11:00 p.m., unless a hearing is in progress.



### **DECISION ON AGENDA**

The Commission will decide at 6:00 p.m. which items will not be heard that night due to time constraints.

### **AUDIENCE COMMENTS**

Anyone who wants to address the Commission on a subject NOT listed on the agenda may do so from the podium during the Audience Comments part of the meeting.



### **PUBLIC HEARINGS**

Each meeting follows a strict order in which individuals may speak to the request being heard. An outline of this order follows.

#### **1. INTRODUCTION**

The chairman of the Commission introduces each new item of business and conducts the meeting.

#### **2. STAFF REPORTS**

Members of the Planning Department staff present brief factual reports on each item, as it is heard. The Commission may question staff members after this report.

#### **3. APPLICANT**

The applicant is allowed a 30 minute presentation. The Commission may ask questions during this presentation.

#### **4. PUBLIC TESTIMONY**

After the applicants presentation, anyone wishing to testify must sign in on a sign-up sheet for each hearing item located in the rear of the Council chambers and wait to be called to the podium by the chairman.

All people wishing to testify are allowed 5 minutes. The Commission may ask or answer questions only after this presentation. Speakers should limit their remarks to points or issues that have not previously been brought forth.

### **5. COMMISSION DISCUSSION**

After closing public testimony, the Commission will discuss the information heard on the record and may question staff members. This discussion will lead to a decision on the hearing item.



### **6. THE MOTION**

One of the Commissioners will prepare the motion from a motion work sheet and read it aloud to the fellow Commissioners.

### **7. THE ROLL CALL VOTE**

A roll call vote of the Commissioners signals the end of each item of business and announces the decision made by the Commission on each hearing item.

### **RECORDED RECORD**

All testimony before Planning Commission must be given from the podium so that a transcribable record may be obtained for the public record.

## THE APPEAL PROCEDURE

Anyone wishing to do so may appeal a Planning Commission decision to the City Council. Most appeals require a \$200 filing fee.

## FILING DEADLINE

Appeal must be filed within 10 days of the publication of the notice of decision in order to be valid.



## COUNCIL SETS DATE

Upon receipt of an appeal, the City Council will schedule a new public hearing.

## APPROVED ITEMS

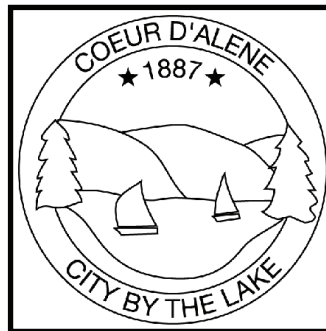
Items that are approved by the Commission are automatically forwarded to the City Council for the setting of a public hearing, unless the Commission decision is final.

THE STAFF OF THE PLANNING DEPARTMENT WOULD BE HAPPY TO EXPLAIN THE PROCESS DESCRIBED IN THIS BROCHURE AT THE PLANNING COMMISSION MEETING OR DURING OFFICE HOURS AT CITY HALL. TO MAKE AN APPOINTMENT PLEASE CALL 769-2240. THANK YOU FOR YOUR PARTICIPATION.

LOCAL GOVERNMENT IS EVERYONE'S CONCERN. PLEASE HELP US SERVE YOU BY:

- RESPONDING TO THE PUBLIC HEARING NOTICE YOU MAY HAVE RECEIVED, IF YOU ARE WITHIN 300 FEET OF THE SUBJECT PROPERTY.
- CALLING 769-2240 TO ASK ANY QUESTIONS YOU MAY HAVE ABOUT THE REQUEST.
- VISITING THE PLANNING DEPARTMENT TO TALK TO A PLANNER ABOUT THE REQUEST.
- GOING TO THE CITY'S WEB SITE AT [WWW.CDAID.ORG](http://WWW.CDAID.ORG) TO OBTAIN A COPY OF THE STAFF REPORT FOR THE HEARING ITEM YOU ARE INTERESTED IN OR TO GET OTHER PLANNING INFORMATION

IF YOU CAN NOT ATTEND, EVERY REGULARLY SCHEDULED PLANNING COMMISSION MEETING IS TELEVISIONED ON CHANNEL 19. CHECK THE CITY WEB SITE FOR TIMES.



## City of Coeur d'Alene Planning Department

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