



MENDOCINO COUNTY BOARD OF SUPERVISORS

PLANNING APPEAL HEARING

PROCEDURAL OUTLINE FOR INTERESTED PARTIES

Meeting Scheduling and Notification:

The Clerk of the Board's Office will contact the Applicant/Appellant to inform each party of the selected appeal meeting date. Matters are scheduled before the Board on a first-come-first-serve basis, at the next available Planning related meeting of the Board. Every attempt will be made to accommodate scheduling of all parties involved, however, it is the prerogative of the Clerk of the Board to schedule matters in the most expeditious manner possible. Should the Applicant/Appellant wish to submit a request for continuance or alternative scheduling consideration, such request must be submitted in writing to the Clerk of the Board.

Applicants/Appellants are welcome to provide supporting information to the Board to be distributed with the meeting materials prepared by staff. Any information that the Applicant/Appellant would like to be distributed to the Board of Supervisors should be submitted at least 13 days prior to the meeting date. If submitted less than 13 days prior to the meeting, Applicants/Appellants are requested to submit 12 sets (1 single-sided original + 11 copies/double-sided okay) of information.

Appeal Hearing:

During Planning-related meetings, the Board will hear items as they appear on the Agenda, which may include the Director's Report and any scheduled Matters from Staff. The Chair will announce the hearing procedures, and the order in which items will be heard (if not following the order of the Agenda).

The Chair will then open the Public Hearing.

Planning and Building Services Staff will provide a brief summary of the item and will verbally report any clarification or updates to the written report. All staff comments are received first (including multiple departmental presentations, such as Transportation, etc.). Any Board member questions regarding the staff report will be presented at this time.

The Appellant will be invited to provide their presentation (20 minutes maximum), followed by the Applicant presentation (20 minutes maximum). Each presentation will be timed, with the Chair announcing the conclusion of each of the presentations.

- *Note: If the Applicant and Appellant are one in the same, the allocated amount of time is limited to 20 minutes total.*

Public input/comment:

- Those wishing to speak to the item are requested to complete a Speaker Form and present to the Clerk of the Board.
- The Chair will receive public comment in the order in which the Speaker Forms are presented, unless otherwise indicated or announced.
- Speakers will be asked to move to the front of the Chambers and be ready to step to the microphone, are requested to state their name for the record, and will be asked **not** to repeat what others have said before them.

Appellants/Applicants are allowed final remarks (Five (5) minutes each). Planning and Building Services Staff will also present final comments as necessary.

The Board of Supervisors will presents questions to staff, applicant, or public.

Once the Board has presented all questions, the Chair will close the Public Hearing. The matter is now before the Board of Supervisors for action.