

# **BINGHAM COUNTY PLANNING & ZONING COMMISSION**

## **MEETING PROCEDURES**

**This is a Legal Public Hearing and therefore the meeting procedure to be followed for each hearing is provided for below.**

1. If you plan to give testimony, you are required to sign an Oath or Affirmation.
2. This meeting is recorded; you must come to the podium to speak when given the floor, stating your name and address before you speak. No one else may speak when someone has the floor.
3. We will take applications in the order they are printed on the Agenda.
4. Planning Staff will present a Staff Report. The Commission may ask Staff or the County's legal counsel questions on the Application or seek clarification on the Application.
5. Next the Commission will hear from the Applicant or Representative. The Applicant or Representative means one individual as either the Applicant or the Representative. The Commission, Staff, or the County's legal counsel may ask the Applicant or Representative questions or seek clarification on the Application.
6. All information and testimony should directly address the subject at hand. All written testimony and exhibits must be submitted to the Planning and Development Department to be included in the official record. No more than 2 pages of written testimony shall be accepted at the Public Hearing. All written testimony will be read into the record.
7. The public will next give testimony; in the order of support, in neutral, or in opposition and specifically to if the Application meets or does not meet Bingham County Code. Testimony should not be repetitious of other testimony already given and should not be personally malicious. Public testimony is limited to 5 minutes per person. The Commission, Staff, or the County's legal counsel may ask the person testifying questions or seek clarification on his/her testimony.
8. The Applicant or Representative may rebut facts presented by Public, Commission or Staff. There will be no rebuttal testimony by the Public unless the Applicant presents new facts.
9. Public testimony will then close. The Commission will discuss the Application, the pertinent sections of Bingham County Code or Idaho Code and deliberate until a motion is made. The Commission may ask Staff or County legal counsel questions or seek clarification during its discussion and deliberation.

**We ask everyone to be respectful at all times and to remain quiet while you are seated.  
The audio and recording system in the Courtroom is very sensitive, please be mindful while someone is speaking as this helps preserve the recording of the record.**