

Zoning Commission Meeting Procedures

Your Commission consists of 9 Fort Worth citizens, each appointed by the City Council. Their official conduct of business requires that a quorum of 6- members be present and available for voting.

The Public Hearing is broadcast on Cable Television, streamed on the city's website, and is being transcribed and recorded. To achieve an orderly and timely hearing, the Commission requests that you respect the following rules of procedure:

- Please turn off or silence all cell phones.
- Unless otherwise directed by the Chair, I will call each case in the order listed on the agenda.
- If you would like to speak to the Commission, please raise your hand during the discussion of your case file of interest. When the Chair acknowledges you, please proceed to the speaker's podium in front of me and give your blue speaker request form to a staff person before speaking. This will ensure that your views are officially recorded in the appropriate case file.
- Upon addressing the Commission, clearly state your name and city into the podium microphone. Thereafter, all discussion shall be conducted between you and the Commission only. Please speak into the microphone at all times so that the discussion is recorded. If needed, staff can enable the screen at the podium so you may point to an item. A hand held microphone is also available.
- At your request, Staff will display your illustrations and distribute items you would like to present to the Commission. Be advised, however, that all submitted items become the property of the case file, and will not be returned.
- The Applicant, followed by others in support of the request, will present testimony first. Those in opposition may then present their testimony.
- Applicants and those in support have a total of 5 minutes to present their case, followed by a total of 7 minutes for the opposition. Applicants will then be allowed 2 minutes for rebuttal. Additional time will be subject to the Chair's approval.
- A timer is provided on the podium in front of me showing the total amount of time available for the speakers. The green light will remain on during the speaker's presentation. The light will change to yellow when 30 seconds remain for wrap-up and closing remarks. When the light turns red, the speaker's time is concluded.
- Upon the Chair's closure of each case, the Commission will remain in open session to discuss and vote upon the case. No additional testimony or public commentary is

allowed after the public hearing is closed, nor during the Commission's discussion and voting.

Decisions reached by the Commission today are recommendations to the City Council. The Council makes the final decisions on all zoning cases.

The City Council is expected to hear these cases at its regular meeting, scheduled for the first Tuesday of the month at 7pm, here in the Council Chamber unless otherwise stated on the calendar or agenda. Anyone in disagreement with any decision reached by the Commission today may address their concerns to the City Council at the public hearing. Please note that registration to speak at the City Council meeting must be turned in by 5:00 pm the day of the meeting and can be submitted online starting the Friday before.

If a case is continued today by the Commission, this public hearing is considered notice of the new hearing date and no additional notices will be mailed.

Responses received in writing have been provided to the commissioners and will be included in the minutes of this meeting.

Should you need information or clarification of any item on the agenda, you may visit the Planning and Development Department on the Lower Level of City Hall or call (817) 392-8028.