Neighborhood Outreach Meetings will be moderated by the ZLU chair or their appointed replacement. Chairs do not vote except in the event of a tie vote between the other committee members. If there are procedural questions, the committee will follow Roberts Rules of Order Revised 12th Edition.

**Typical Structure of Meetings:**

1) SHA will maintain a sign sheet. Applicants and members of the public should sign in, including address. Speakers’ names and the street they live on will be recorded in any minutes or notes from the meeting.

2) Administrative matters
   - i) Additions to agenda
   - ii) Overview of meeting guidelines and inquiry about conflicts of interest among committee members

3) Introduction of topic by committee member

4) Applicant presentation
   - i) Most Land Use meeting relate to an application by landowner for a change to their property. The landowner or their representative will be allowed to present the details of the project

5) Q & A
   - i) Committee members may ask questions of the applicant.
   - ii) Members of the public may be invited to ask questions. Those with questions will be asked to state their name and address and/or the business they represent. Questions may be asked by members of the public only after they are recognized by the chair.
   - iii) At the chair’s discretion, a more informal question and answer format may be allowed when meetings have a limited number of attendees.

6) Public commentary
   - i) Speakers should sign in. Speakers will be called to speak in order of sign-in.
   - ii) Speakers may only speak once after they are recognized by the chair.
   - iii) Speakers must state their full name and address and/or the business they represent. Speakers should address their comments to the committee members, not the applicant.
   - iv) If there are multiple speakers and in the interest of respecting the schedule of meeting, the chair may:
      - (i) Limit the time for each person to speak.
      - (ii) Ask that speakers not repeat previous comments. If comment is substantially the same as a previous speaker, please limit time by saying “I agree with the previous speaker’s statement about X.”

7) Closing of public commentary

8) Discussion by ZLU Committee
   - i) Committee members may ask additional questions of the applicant or public speakers.
   - ii) If there is a situation in which the public is to be polled for their opinion, the chair may call for a show of hands on a given matter. Written notes, minutes,
or recommendations of the committee will include the show of hands tally whenever feasible.

iii) Committee members may express their opinion or intent to vote either way at the end of the discussion time.

iv) The committee will vote to take action on the matter. The motion may include conditions needed for support.

9) Recommendation by ZLU Committee
Depending on when the matter is scheduled to be heard by the City, the ZLU committee will either:
(i) Make a recommendation to the full SHA Board to send a letter to the City in support or opposition to the application. This is the preferred course of action.
(ii) Submit a letter directly to the City on behalf of the committee expressing support or opposition to the City. This will occur only if there is not a Board meeting scheduled before the City’s deadline for comments.