

The Zoning Administrator Welcomes You to this Meeting and Invites Your Participation.

Visit the City's Web Site at www.cityofsantacruz.com with links including City Advisory Body Meeting Agendas and Minutes, advisory body information and the Santa Cruz Municipal Code.

* Nondiscrimination. The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the Planning Department at 420-5110 at least five days in advance so we can arrange for such special assistance. The Cal-Relay system number: 1-800-735-2922.

The following information will aid you in following the procedures by which the Zoning Administrator conducts its business.

Please contact City staff prior to the meeting if you have questions about agenda items. The public input period is best used to present your views on an issue.

♦ SUGGESTIONS FOR SPEAKERS AT MEETINGS

Prepare your comments beforehand for the most effective use of your time; avoid repetition. If you are speaking about an item on the agenda, stay on the issue being considered by the advisory body. Relax — Don't be nervous. The advisory body truly wants to hear your comments and ideas. It does not expect a "professional" presentation.

♦ ORAL COMMUNICATIONS

IF YOU WISH TO SPEAK TO THE ZONING ADMINISTRATOR ABOUT AN ITEM NOT ON THE AGENDA, YOU SHOULD DO SO UNDER "ORAL COMMUNICATIONS."

- A maximum of fifteen minutes will be set aside for members of the public to address the advisory body on any item not on the agenda.
- Presentations will ordinarily be limited to three minutes.
- Priority will be given to individuals who did not speak at the previous meeting's Oral Communications.
- Individuals may not speak more than once during Oral Communications.
- All speakers must address the entire body, and will not be permitted to engage in dialogue.
- The advisory body may not take action on oral communications, but may direct that the issue discussed be agendized for a future meeting.

Speakers are requested to sign the sheet placed near the speaker's stand so that their names may be accurately recorded in the Minutes of the meeting.

♦ CONSENT AGENDA

All items appearing on the Consent Agenda are considered to be routine and will be acted upon in one motion. Specific items may be removed by the Zoning Administrator or public for separate consideration and discussion.

♦ GENERAL MEETING CONDUCT

The Zoning Administrator can only discuss items which are listed on the agenda. If you wish to speak to an item listed on the agenda, the appropriate time is when the Zoning Administrator invites comments on that item. While the advisory body is in session, all persons shall preserve order and decorum. Any person making personal, impertinent, or slanderous remarks, or becoming boisterous or otherwise disrupting the

FRM ADM-08-2 (Rev. 01/10)

meeting shall be barred by the presiding officer from further attendance at said meetings unless permission for continued attendance is granted by a majority vote of the advisory body.

Every member of the public and every advisory body member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:

- a) We may disagree, but we will be respectful of one another.
- b) All comments will be directed to the issue at hand.
- c) Personal attacks should be avoided.
- ORDER OF PUBLIC HEARINGS: The Zoning Administrator normally follows the procedure noted in the table below.
 - ~ THE ZONING ADMINISTRATOR INTRODUCES THE ITEM AND PRESENTS THE STAFF RECOMMENDATION AND ZONING ADMINISTRATOR COMMENTS.
 - ~ THE PUBLIC HEARING IS OPEN.
 - ~ THE APPLICANT MAKES A PRESENTATION.
 - ~ PUBLIC TESTIMONY IS TAKEN.
 - THE APPLICANT IS GIVEN A TIME FOR REBUTTAL.
 - ~ THE ZONING ADMINISTRATOR TAKES ACTION TO EITHER APPROVE, DENY, OR TO CONTINUE THE ITEM.
 - ~ THE ZONING ADMINISTRATOR STATES THE PROCESS FOR APPEAL.

♦ ANNOUNCEMENTS

The Zoning Administrator may make announcements of general interest to members of the public. These arrangements may include, but not be limited to meeting schedule information, meetings of general community interest, or other general information. No written material will be presented, no recommendations will be made, and no actions will be taken, although the advisory body may direct staff to report back with regard to an item that is the subject of an item for future discussion at a regular or special meeting.

FRM ADM-08-2 (Rev. 01/10)