

## **WELCOME TO YOUR LEMOORE PLANNING COMMISSION MEETING**

Whether you are attending this meeting because of general interest, or because a particular item of special interest is to be reviewed, your presence is an important means of helping to insure an informed public and responsible City Government.

### **PLANNING COMMISSION**

The Planning Commission has been established to advise the City Council in planning and zoning matters.

### **REGULAR PLANNING COMMISSION MEETINGS**

Meetings are held at 7:00 p.m. on Second and Fourth Monday of each month. Business requiring Commission action is listed on the Planning Commission Meeting Agenda posted at City Hall located at 119 Fox Street and on the City of Lemoore website [www.lemoore.com](http://www.lemoore.com). In compliance with the State open meeting laws (Brown Act), only those items on the agenda may be acted upon by the Planning Commission.

### **CONDUCT AT PUBLIC MEETINGS**

Your courtesy is requested to help our meeting run smoothly. If you'll be kind enough to follow these simple rules, we can make the best possible use of time. Please silence all electronic devices. Please refrain from public displays or outbursts such as unsolicited applause, comments, cheering, foul language, or obscenities. Any disruptive activities that substantially interfere with the ability of the City to carry out its meeting or prevents/disrupts others from fully participating in the meeting will not be permitted and offenders will be requested to leave the meeting pursuant to Government Code § 54957.9.

### **PUBLIC COMMENTS**

At a Planning Commission meeting, those who wish to be heard on matters on the agenda should indicate their desire to speak when the item is ready for discussion. If you wish to comment on an item which is not on the agenda, you may do so under "Public Comments". In order to allow time for all public comments, each individual's comments are limited to five minutes. Time shall not be shared/loaned from speaker to speaker. If you wish to request time on an upcoming Planning Commission Agenda to present a particular item or matter to the Planning Commission, you may contact the Planning Commission Secretary at any time before 12:00 noon on the Tuesday immediately preceding the Planning Commission meeting to so request. If the matter is within the Planning Commissions jurisdiction, and the Planning Commission has not taken action or considered the item at a recent meeting, the Planning Director may place the item on the Agenda. When addressing the Planning Commission, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your presentation.

### **PLANNING COMMISSION ACTION**

#### **Resolution**

A Resolution is a formal written expression of a policy, opinion or desire of the Planning Commission. It requires only one reading and becomes effective on adoption.

#### **Minute Order**

Actions of the Planning Commission recorded only in the Minutes taken in all cases where a formal Resolution is not needed or required.

### **SUGGESTIONS, INQUIRIES OR COMPLAINTS**

While any citizen may speak directly to the Planning Commission concerning suggestions, inquiries or complaints, the Planning Director or Department Head responsible for the service or work concerned, can usually provide pertinent information or handle the matter without delay if a request is made directly to him or her. If you are not sure which department to call, or whenever you feel the matter has not been properly handled, please contact the office of the Planning Director at 711 W. Cinnamon Drive or telephone 924-6740.