



# PLANNING COMMISSION OF CALVERT COUNTY

## RULES OF PROCEDURE

### Section 1.

The Planning Commission of Calvert County shall be governed by: Article 66B of the Annotated Code of Maryland; By-Laws approved June 21, 2001 and affirmed October 29, 2003, as from time to time amended; these Rules of Procedure; and, when appropriate, the Rules of Procedure for Contested Cases.

### Section 2, Public Hearings.

- 2.101 Notice for all public hearings shall conform to all requirements of the law.
- 2.201 Order:
  - a) Call to Order, determination of quorum
  - b) Presentation by staff summarizing the item.
  - c) Testimony of agencies in relation to the item
  - d) Questions by Planning Commission to staff and/or agencies
  - e) Presentation by applicant ( where applicable)
  - f) Questions by Planning Commission member to applicant
  - g) Testimony of Proponents
  - h) Testimony of Opponents
  - i) Concluding comments of applicant ( where applicable)
  - j) Concluding comments of staff
  - k) Concluding questions by Planning Commission members
  - l) Action
- 2.202 If there are several separate items to be heard at one Public Hearing, the same procedure shall be followed for each.
- 2.301 If the hearing is on an issue proposed by staff and there is thereby no applicant, Items (e) and (i) shall be eliminated, and the public shall be heard on the issue in the order in which they signed up to speak.

- 2.401 Depending on the number of persons wishing to speak, the Chairperson may set a time limit for each speaker. Those persons representing an organization may be given more time than individuals speaking on their own behalf. Only one person may speak representing any one organization. The time shall be kept by a staff member of the Department of Planning and Zoning, using a mechanical timer. Speakers shall be given a 30-second warning before their time is expired.
- 2.501 The Chairperson may rule non-germane, derogatory, disruptive or excessively repetitive comments out of order.
- 2.502 The Chairperson may clear the room of disruptive individuals or recess the hearing in the event of general disruption.
- 2.503 Planning Commission members who have not attended a Public Hearing on a particular issue, and who vote on that issue, shall state for the record, the reason(s) they are eligible to vote; [they have listened to the tape, read the transcript, made a site visit or for other reasons, are familiar with the issue].

**Section 3, Regular Meetings.**

- 3.101 Notice of Regular meetings shall conform to all requirement of law
- 3.201 Order
  - a) Call to order, determination of quorum.
  - b) Recognition of members and staff attending the meeting
  - c) Action on proposed agenda
  - d) Applications for Site Plan Review \*
  - e) Major Subdivision for Final Approval
  - f) Major Subdivision Applications for Preliminary approval
    - Presentation by staff
    - Comments by applicant
    - Comments by proponents \*
    - Comments by opponents \*
    - Action
  - g) Items for discussion and action
  - h) Review and approval of minutes
  - i) Items of Interest
  - j) Old Business
  - k) Adjournment
- 3.202 On items marked with an asterisk, there will be opportunities for public comment.

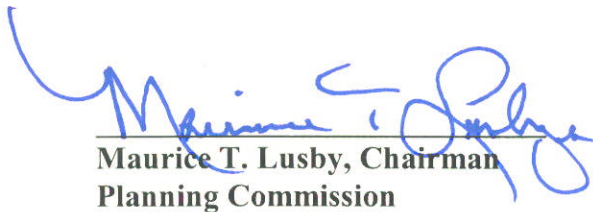
- 3.301 Dependent upon the length of the agenda and the number of persons waiting to speak, the Chairperson may limit the length of presentation by the applicant, and comments by the proponents and opponents.
- 3.302 The Chairperson may find any comments out-of-order that are non-germane, derogatory, disruptive, or repetitive.
- 3.303 The Chairperson may order any disruptive person from the room, or in the event of general disruption may recess the meeting.
- 3.401 The same issue may neither be presented for preliminary or final approval during the same meeting, nor during an extended meeting held the same month.
- 3.501 All items presented for final approval under Section 3.201 (e) above shall have met all conditions imposed during preliminary approval. If any conditions have not been met the final approval shall be delayed.

**Section 4, Rezoning.**

- 4.101 All requests for rezoning by applicants pursuant to Section 2-5.01 of the Zoning Ordinance shall be heard semi-annually, except in cases deemed an emergency by the Board of County Commissioners.

**Section 5, Amendment Procedures.**

These Rules of Procedure may be amended by an affirmative vote of a minimum of five (5) members of the Planning Commission, provided that 30-days prior to the date of amendment, a public notice shall be issued and a written description be sent to all members of the Planning Commission.

  
Maurice T. Lusby, Chairman  
Planning Commission

3/19/09  
Date