

- meeting and made available to applicants and the public prior to the Wednesday meeting.
- C. Information for inclusion in the Commission's meeting materials must be received by the date determined by the Department of Planning and Zoning's operational procedures and applicable Town of Vienna ordinances. Materials which are presented at the meeting, but which are not provided in the package of meeting materials, may be cause for deferral of the item.
 - D. The Planning Commission may continue deliberations of an agenda item and no further public or formal notice shall be necessary provided that a specific future date and time be set for continuation or disposition at the time of initial consideration.
 - E. If an applicant or their agent fail to appear without explanation, the agenda item may be continued to a specific future meeting.
 - F. Unless tabled, items of unfinished business shall be carried over to succeeding meetings under the title of "Old Business."

Section VIII - Regular Items

Consistent with Virginia Code [Section 2.2-3707](#), Planning Commission public meetings for regular items shall be advertised at least three working days prior to the meeting. The meeting notice shall be posted on the Town of Vienna website and in the lobby of the Town of Vienna Town Hall. Regular items include recommendations to Town Council for site plan modifications of requirements and subdivision preliminary and final plats and recommendations to the Board of Zoning Appeals for conditional use permits.

Meeting Procedures The procedures for a regular item shall be conducted as follows:

1. Call of regular item by Chair.
2. Staff description of application together with statement of findings, comments, and recommendations.
3. Presentation by applicant or the applicant's designated agent.
4. At the discretion of the Chair, the Planning Commission may hear comments from members of the public. See Section X for rules for spoken and written comments.
5. Applicant's response to public comment (if public comments are allowed).
6. Commission discussion on proposal.
7. Commission action.

Section IX - Public Hearing Items

The Planning Commission recognizes the requirement for the timely review and orderly consideration of applications.

Advertisement of a Planning Commission public hearing on the Comprehensive Plan, zoning ordinance (textual) amendments, or rezoning (map) amendments shall be accomplished in accord with the requirements of [Virginia Code Section 15.2-2204](#). A public hearing shall also be held for recommendations to the Town Council pertaining to approval of site plans in the PR Park and Recreational and PC Parking and Conservational zones.

Hearing Procedures - Public hearings shall be conducted as follows:

1. Opening of public hearing by Chair.
2. Staff description of application together with statement of findings, comments, and recommendations.
3. Applicant's presentation by the applicant or the applicant's designated agent.
4. Comments from members of the public on the application. See Section X for rules for spoken and written comments.
5. Applicant's response to public comment.
6. Close or continuation of public hearing by Chair with consent of the Commission.
7. Commission discussion on proposal.
8. Commission action.

Section X – Public Comments

A. Spoken Comments from the Public

1. Each member of the public is provided one opportunity to speak and may speak for up to three (3) minutes.
2. The Chair has the authority to interpret or amend this rule for individual agenda items, or to permit a speaker to continue so as to complete a thought, as long as doing so is pursuant to the goal of a reasonable time limit and to the spirit of fairness.
3. Any change in the time limit from three (3) minutes for an agenda item shall be set by the Chair before the beginning of public comments.
4. For accommodations in accordance with the Americans with Disabilities Act, contact the Planning Commission's Clerk prior to the meeting.

B. Written Comments from the Public

1. Members of the public may submit written comments either by mail to the department or e-mail to the clerk.
2. Any comments received by no later than 3:00pm the day before the Planning Commission meeting, which, in general, means the Tuesday before the Planning Commission's Wednesday meeting, will be posted online by staff for Commission consideration.
3. The Chair will, during the hearing, acknowledge the written comments that were received by the deadline and that those comments will be posted online along with the meeting minutes.
4. At the discretion of the Chair, the deadline for submission may be extended and submissions received after the deadline may be read at the meeting.

Section XI - Minutes

- A. The Planning Commission shall record the proceedings of all regular and special meetings.
- B. The Planning Commission Clerk shall be responsible for taking and transcribing the minutes of the proceedings on all regular and special meetings to include:
 1. The names and addresses of petitioners and all witnesses giving testimony;
 2. All information required under [Virginia Code Section 2.2-3707](#), including the following:

Minutes shall be in writing and shall include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters