

CITY OF PORTOLA

APPEAL PROCEDURES

1. **Time:** Neither the Appellants, Applicant nor members of the public may grant or receive unused speaking time from any other Appellant, Applicant, or members of the public at any time during the appeal hearing.
2. **Staff Presentation:** City staff will make a presentation summarizing the application, public hearings, decision of the Hearing Officer and the three appeals.
3. **Presentation of Appeal:** Each Appellant will be given 10 minutes to present its appeal. The order of the Appellants will be the order in which their appeal was received by the City. Each Appellant may have as many speakers as it likes; however, the total time for each presentation shall not exceed 10 minutes.
4. **Questions and Answers:** Questions by Council members to each Appellant after its presentation and answers to questions asked. Answers not directly responsive to the question asked will not be permitted. The Chair may terminate non-responsive answers by a request to the speaker and/or by having the speaker muted.
5. **Applicant Presentation:** The Applicant will be given 15 minutes to make a presentation. The Applicant may have as many speakers as it likes; however, the total time for the presentation shall not exceed 15 minutes.
6. **Questions and Answers:** Questions by Council members to the Applicant and answers to questions asked. Answers not directly responsive to the question asked will not be permitted. The Chair may terminate non-responsive answers by a request to the speaker and/or by having the speaker muted.
7. **Appellant Rebuttal.** Each Appellant will be given 5 minutes to present a rebuttal argument in the order in which their appeal was received by the City. Each Appellant may have as many speakers as it likes; however, the total time for each presentation shall not exceed 5minutes.
8. **Questions and Answers:** Questions by the Council members to the Appellants after each rebuttal and answers to questions asked. Answers not directly responsive to the question asked will not be permitted. The Chair may terminate non-responsive answers by a request to the speaker and/or by having the speaker muted.

9. **Applicant Rebuttal:** The Applicant will be given 10 minutes to present a rebuttal argument. The Applicant may have as many speakers as it likes; however, the total time for the presentation shall not exceed 10 minutes.
10. **Questions and Answers:** Questions by the Council members to the Applicant and answers to questions asked. Answers not directly responsive to the question asked will not be permitted. The Chair may terminate non-responsive answers by a request to the speaker and/or by having the speaker muted.
11. **Public Comment:** Each member of the public who has not spoken as an Appellant or Applicant will be given 5 minutes to provide comment.
12. **Deliberation and Decision:** The Council will deliberate and make a decision in open session.