

# FLATHEAD COUNTY BOARD OF ADJUSTMENT

## Order of Business

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**A. Call to Order and Roll Call.**

**B. Approval of Minutes.**

**C. Public Comment (anything not related to an agenda item)**

**D. Board members disclose any conflict of interests**

**E. Public Hearings and Actions (repeat steps 1-12 for each public hearing).**

1. Reading of the public notice for the hearing by the chair.
2. Staff Report
  - a. Board Questions
3. Applicant Presentation
  - a. Board Questions
4. Agency Comments
5. Public comment in favor or in opposition of the application  
(Ask people to line up at the podium if they wish to speak and have them state their name and address for the record.)
  - a. Close Public Comment portion
6. Applicant Rebuttal
7. Staff Rebuttal
8. Board Discussion
9. Motion to Adopt the Staff Report as Findings of Fact
  - a. Board Discussion
10. Roll call to adopt Findings of Fact
  - a. Board Discussion
11. Main motion to approve/deny
  - a. Board Discussion
12. Roll call to approve/deny

*Option to Add/Remove/Amend Findings of Fact or Conditions of Approval:*

*A. Motion to Add or Amend*

*B. Board Discussion*

*C. Roll Call*

***\*Done for EACH item added, removed, or amended.***

**F. Old Business.**

**G. New Business.**

**H. Motion to Adjourn and Adjournment.**