



City of St. George, Louisiana

Board of Adjustment

Rules of Procedure

1. The Board of Adjustment considers and decides on requests for variances to the city's development regulations as authorized by the Unified Development Code.
2. Any person wishing to speak on a case that is on the agenda should fill out a comment card and turn it in at the designated spot.
3. The Chair will introduce the case and ask the applicant to speak.
4. The applicant should come forward and state their name, address, what is being requested, and the reason for the request including supporting evidence. There is a limit of **15 minutes**.
5. The Chair will then open the public hearing.
6. The Chair will call persons who have completed a comment card that have checked that they wish to speak. The Chair may also allow persons who have not completed a comment card to speak. All speakers shall come forward, state their name and address, and give their testimony to the Board. Speakers are requested to minimize duplication in their comments. There is a limit of **3 minutes per speaker**.
7. Once everyone wishing to speak has done so, the Chair will close the public hearing and the public will no longer be allowed to speak.
8. The Chair will allow the applicant no more than **5 minutes** to provide additional evidence.
9. Board members may ask questions and make comments but are urged to spend no more than 15 minutes in discussion of a case after all speakers have been heard.
10. The Chair will call for a motion and second, and the Board Secretary will take a roll call vote and announce the result.