

**APPENDIX\***  
**PLANNING BOARD MEETING ORGANIZATION**

- A. Regular meetings shall be held on the fourth Thursday of each month at 7:00PM at the Borough Hall, 701 W. Glenwood Avenue, West Wildwood, except when such a day is a recognized holiday. In that event, an alternative meeting date will be established at the beginning of the year when the Board prepares its annual schedule. If there are no applications pending before the Board in a particular month, the meeting scheduled for that month may be cancelled.
- B. All meetings of the Planning Board shall proceed as follows:
1. Roll call and declaration of quorum.
  2. Flag salute.
  3. Statement by the presiding officer concerning notices, as required by the Open Public Meeting Act.
  4. Reading and approval of minutes of previous meeting.
  5. Approval of pending Resolutions.
  6. Completion of unfinished business reports.
  7. Reports of committees.
  8. Hearing of applications.
  9. Assigning order of future hearings.
  10. Review correspondence.
  11. Comments from Commissioners and public.
  12. Payment of bills.
  13. Old business.
  14. New business.
  15. Adjournment.

All items set forth in the Appendix relating to Planning Board matters have been included with the Land Development Ordinance as a convenience for the party submitting applications to the Board. Items in the Appendix shall not be considered as items incorporated into the Land Development Ordinance itself and may be modified by amendment of the Board By-Laws. No Land Development Ordinance Amendment is required to change such items.