

PUBLIC HEARING PROCEDURES

The following is a description of the procedures and conduct to be observed during the public hearing:

- Prior to opening the public hearing the topic will be briefly introduced.
- Following the subject introduction, the Chairperson will open the public hearing and invite all persons wishing to make a statement on the subject to do so.
- Individuals making statements shall stand and address the planning commission, state their name, and make a brief concise statement. Time is limited so individuals should avoid rambling or making multiple statements. The amount of public input time can be capped to a reasonable limit, if necessary, and to be determined by the Chairperson.
- In the essence of time, individuals are encouraged to avoid restating comments that have been made by others.
- The Chairperson and Commissioners should avoid making comments, interrupting those making statements, or engaging in question and answer sessions with those making statements.
- Once all individuals have had an opportunity to make a statement the Chairperson shall close the public hearing. The time is then turned over to the Planning Commission for discussion. NO public comment is to be taken.
- Following discussion, the Planning Commission should, if possible, act on the item. Any decision that is made should clearly state the findings that have led to the decision. Recommendations to the City Council should be in writing, or as part of the minutes.