

SUMMARY OF PUBLIC HEARING PROCEDURES
AMENDED JULY 14, 2008

This public hearing is being convened at the advertised time and place and will be presided over by the Planning Commission Chairperson/Mayor.

At this time I will summarize on behalf of the presiding officer, for those present the public hearing procedures and set forth the operating procedures for the hearing, as follows:

- An individual requesting to be heard on a matter related to the purpose of the hearing must be recognized by the Chairperson/Mayor before addressing the Planning Commission/City Council. Upon rising to speak, the person must identify himself/herself and furnish a home or business address before proceeding with any comments or remarks. All comments and presentations will be addressed to the Planning Commission/City Council and not to the audience.
- Comments are accepted first from the party proposing the amendment or application, followed by persons speaking in its favor and then from those in opposition. The party proposing the zoning amendment or application may then offer rebuttal.
- The Chairperson/Mayor will allow the proponents 10 minutes to speak in support of an application. Opponents will be allowed 10 minutes to speak in opposition.
- Upon conclusion of any opposing presentation, the Chairperson/Mayor will allow the applicant three minutes to address the Planning Commission/City Council in rebuttal of any issue(s) raised by persons in opposition.
- Petitions, studies, letters and other material should be submitted prior to the hearing, allowing ample time for study by the Planning Commission/City Council. Materials submitted at the hearing may or may not be accepted by the board, and if presented orally are subject to the time limitations.
- When proponents and opponents of the proposed zoning amendment have been heard, the public hearing is closed and no further evidence or testimony may be presented unless the record is left open based on a request from the Planning Commission/City Council for additional material or report.

The Planning Commission and City Council may then, if necessary:

- call on previous speakers for clarification; and / or
- continue the hearing to a later date; and / or
- call for additional views, studies or information from any source considered necessary to making a sound decision.