

PUBLIC HEARINGS

Public Hearing Procedures

Public Hearings for certain applications that come before the Planning Commission are required by City Code to be reviewed in a public hearing before the Planning Commission. The purpose of a public hearing is for the Planning Commission (PC as used below) to obtain full information as to the matter under consideration. This includes giving all interested parties the opportunity to speak (provide testimony) at the hearing.

The public hearing is a formal process. Below is the typical hearing sequence followed by the Commission.
Annotations (in parentheses below) have been provided for clarity.

- 1. Agenda item is recognized by the Chair**
- 2. Public hearing is opened***
- 3. Staff presentation**
(May include clarifying questions to staff from Commissioners)
- 4. Applicant presentation**
(May include clarifying questions to applicant from Commissioners)
- 5. Public Comment**
(All public comment should be made from the center podium upon direction from the Chair. Citizens should provide their name and mailing address in writing at the podium and introduce themselves. The PC may ask clarifying questions of the citizens. At a public hearing, the PC does not respond directly to questions from citizens; questions submitted to the PC are directed to the applicant or to staff through the Chair.)
- 6. Applicant response**
(The Chair typically requests that applicants respond to comments and questions raised during public comment)
- 7. PC questions to staff, the applicant and possibly to citizens who presented**
(Commissioners may use this step in the process to gain a more detailed understanding of relevant information)
- 8. Close public hearing**
(Unless specifically permitted by the Chair, further testimony is not allowed after the public hearing is closed)
- 9. Motion**
(Motions are made by a PC member, including possible conditions placed on the application)
- 10. Motion is seconded**
(A 2nd is required before the motion can be considered; a motion that fails to obtain a second dies)
- 11. PC discussion**
(The PC discusses the application and whether it satisfies the required criteria as found in adopted City policies and ordinances)
- 12. The Chair requests that the applicant either accepts specified conditions or not prior to a vote**
(When preparing to vote on a motion for approval, the PC Chair will ask if the applicant is willing to accept the proposed conditions. If the applicant does not accept the conditions, the PC may deny the application or recommend if the application is to be forwarded to the City Council for final consideration.)
- 13. Vote**
(Decisions of the PC must address relevant findings of fact. Findings of the PC respond to criteria specified in adopted plans and codes, and provide specific guidance on zoning, annexation and other land use decisions. Relevant criteria are itemized in the Staff Report and are referenced in the recommended motion.)

* Note that the Planning Commission may place time limits on presenters. All presenters should communicate clearly and concisely, refraining from duplicating detailed information that has been provided by others.