

Quick Reference Sheet

The Public Hearing Process

A public hearing is a forum for those in favor and those opposed to a request to state their views and for the Planning Commission to hear the facts and opinions related to the issue and then decide the request.

The public hearing is held as part of a Planning Commission meeting and will be included in the agenda for that meeting.

The public hearing portion of the meeting will follow the steps outlined below:

1. The Chair will review what procedures will be followed and rules for the hearing.
2. The Chair will introduce the Zoning Administrator to request and the main points.
3. The applicant has an opportunity to state their case.
4. Hearing is open for public comment:
 - a. Each person will be only able to speak once and no longer than 3 minutes.
 - b. Request each speaker give their full name for the record.
 - c. All comments must be made through the chair and not to the applicant.
 - d. Chair may ask if there is a spokesperson for a group with the same opinion and may be given additional time.
 - e. Persons in favor of the request will speak first and then those opposed.
 - f. After all persons have spoken the applicant is given the opportunity to rebuttal if desired
 - g. Public comment is then closed, and the public portion of the meeting is closed. No further comments from the audience should be accepted.
5. The Planning Commission deliberates the case and may ask questions of the staff, applicant, or audience members. However, their decision must be made by the findings of fact of the standards of the zoning ordinance.
6. The commission calls for a motion and then a vote is taken regarding the case, however the commission may not render a decision at this meeting.
7. The Chair continues with the rest of the meeting agenda.
8. When all agenda items have been considered the chair calls for the adjournment of the meeting