



Planning Commission Hearing Procedures

1. The Planning Commission Chair (“the Chair”) will open the hearing.
2. The Chair will read the hearing procedures for the benefit of the Planning Commission (“Commission”), the applicant, and the general public.
3. The Chair will remind members of the audience that those wishing to testify should fill out a form, with their name, address, phone number, and indicating whether they are in favor of the proposal, neutral, or opposed.
4. Staff will present an overview of the application and the staff report.
5. The applicant presents the application.
6. The Chair offers the public an opportunity to testify. The Chair may limit testimony to not less than 3 minutes per person. As those wishing to testify are called, speakers must come up to the podium, and state their name and address for the record. Commissioners may ask questions relevant to the testimony heard. No clapping, booing, hissing, or remarks from the audience shall be permitted.
7. The applicant will be given an opportunity to offer rebuttal on any public testimony heard. No new information may be introduced at this time, except in response to testimony given.
8. The Chair asks for additional comments from City Staff.
9. The Chair closes the public hearing for deliberations or continues the hearing to a date definite.
10. During deliberations, the Chair asks for a motion from the Commission. Once a motion and second have been made, the Commission deliberates on the application, and how it does or does not meet the approval criteria.
11. The Chair inquires if there is any further discussion by the Commission, or any final comments from City Staff.
12. The Chair calls for the vote. The motion, discussion, and vote are repeated as necessary until a motion passes.
13. The Planning Commission Secretary will prepare the Findings, Conclusions and Recommendation, as based upon the Commissions deliberation, for ratification at the next Planning Commission meeting.