

PUBLIC HEARING PROCEDURE

SEQUENCE OF EVENTS

1. The Mayor states the request of the application and explains the Public Hearing procedures.
2. The applicant or applicant's representative is allowed 10 to 15 minutes to give a presentation on the application.
3. The Council may ask questions of the applicant or applicant's representative.
4. City Staff will present the staff report or comments regarding the application. Late exhibits are presented by staff to the Council.
5. The Council will discuss facts prior to the public comment period.
6. Public comment is limited to 3 minutes per testimony.
7. No repetitive or redundant testimony is allowed.
8. The public may not have a dialogue with the applicant; they may state opinions, give comments and ask questions of the applicant. The public may testify in the following order.
 - Testimony of those person(s) in support of the application
 - Testimony of those person(s) uncommitted or neutral to the application
 - Testimony of those person(s) opposed to the application
9. The applicant or the applicant's representative is given an opportunity to address and answer the questions and/or concerns of the public.
10. The Mayor will close the Public Hearing.
11. The hearing body will discuss all evidence and testimony obtained during the Public Hearing process.
12. The hearing body will make a decision to APPROVE, APPROVE WITH CONDITIONS, TABLE or DENY the application.

CITIZEN PARTICIPATION

- Any person wishing to speak at the public hearing **MUST SIGN THE SIGN UP SHEET** and indicate whether they are in favor, neutral or in opposition of the application.
- All people who testify must state their name and address.
- The public may appoint a single spokesperson to represent a group of persons.
- When the Public Hearing is officially declared closed by the Mayor, **NO FURTHER PUBLIC TESTIMONY WILL BE ALLOWED.**
- All members of the public will treat others at the Public Hearing with Respect.
- There will be no booing or hissing.
- Only those recognized by the Presiding Officer will be allowed to speak.
- Any persons not following these guidelines may be asked to leave the Public Hearing.