

PLAN COMMISSION HEARING PROCEDURES

The following rules of decorum by the public will be observed and adhered to during Plan Commission Hearings:

1. Please silence your cell phones when entering the Council Chambers.
2. No clapping, cheering or booing.
3. No public outbursts.
4. The President may impose time limits for individual *public* comments to between three and five minutes. If a group of ten or more people present at the time of testimony sign up to consolidate their time to allow one representative to testify on their behalf, that representative will be allowed 15 minutes to testify. Questions asked by the Plan Commission, and responses to those questions shall not be counted toward the 15 minute time limit. Those people signed up such a "group presentation" will not be allowed to testify, and may only sign up for one such group presentation at any given hearing. Procedures/sign-up sheets for group presentations are available in the rear of Council Chambers.
5. All persons and/or commission members shall wait to be recognized by the President before speaking.
6. Persons testifying are asked to avoid repetition and limit comments to specific project and code compliance.
7. Each speaker shall follow all instructions from the President so that his/her remarks may be heard, understood and recorded.
8. All comments to the Plan Commission shall be directed to the Secretary to be appropriately entered into the public record. This includes oral, written, and email comments.
9. No modes of expression not provided by these rules, including but not limited to demonstrations, banners, applause, profanity, vulgar language, or personal insults will be permitted. In the event such disorders persist, the President may require the removal of the instigator(s), recess or adjourn the meeting.

The hearing process:

- All persons wishing to speak at the hearing shall print his or her name and address on the sheet provided, and verbally identify him/herself by name and, if appropriate, representative capacity.
- The President opens the hearing and reads the Public Hearing procedures.
- Staff or the Secretary introduce the project or describe the matter under consideration.
- Staff answers any questions the Commission may have.
- The applicant and/or his representative(s) will be provided sufficient time to present their application, respond to the staff report and public comment, address review and decision criteria, and answers any questions the Commission may have.
- The President invites public testimony. The President or Secretary will call each person who has signed up to testify by name. Each person testifying shall state their name for the record at the beginning of testimony.
- The President may limit the amount of time allowed by each person wishing to provide public testimony. For group presentations, a minimum of ten people who have signed up for that group presentation must be present at the time the group is called, in order for 15 minutes to be allotted to their representative.
- Once all public testimony has been heard, the Applicant will have the opportunity to rebut public testimony. Only information directly addressing comments made by the general public will be allowed.
- There is no public testimony allowed following rebuttal.
- The President closes the hearing to further testimony.
- The Commission may begin deliberations at this time, or may continue the deliberations to a date and time certain.
- The Commissioners shall endeavor to explain their reasoning during the deliberations, and prior to voting.
- At the conclusion of a meeting or hearing where the Commission has voted upon a recommendation to the City Council, the Commission shall authorize the President to sign a written decision prepared by staff on behalf of the Commission, which shall set forth the Commission's findings, conclusions and recommendations on the matter.