

PROCEDURES FOR GROUP PRESENTATIONS DURING PLAN COMMISSION PUBLIC HEARINGS

Everyone has the right to speak at a public hearing pertaining to the hearing topic for a limited amount of time (typically 3 minutes). You are allowed to submit written testimony and exhibits prior to the public hearing and also AT the public hearing.

However, some individuals who come to a public hearing to speak about a project are interested in giving time to someone else for a variety of reasons. They might be reluctant to speak in public, they may feel that a friend would convey the information in a more concise way, or they may be part of an organized group that has a representative who does all of the public speaking for the group.

If you are part of a group that has a representative that will speak for the group, here are the procedures that the Plan Commission will require for organized groups who wish to speak at public hearings:

1. Organized groups must consist of 10 or more individuals who are **present** at the hearing during the time the group is called for comment. The Plan Commission Secretary will require each individual who is part of an organized group to stand to verify their presence at the hearing. The individuals who give up their time to the group representative will NOT be able to speak during the public hearing. If they are not present at the time of the public hearing or there are less than 10 people in a group, the group response with a representative will be prohibited.
2. There is a group response form on the back table. The representative for the group will fill out the top of the form and then each person who is giving up their time to speak will fill out the bottom of the form and sign the form.
3. The group representative will receive 15 minutes to speak to the Plan Commission. Time will be strictly enforced, however, questions from the Plan Commission, and responses by the presenter to those questions will not count toward the 15 minute limit.
4. Written testimony and exhibits can be submitted as part of the group presentation. Please have twelve sets of each piece of testimony and exhibits ready to submit at the time of the group presentation. One will be distributed to the Applicant, and the remainder of the sets will be submitted to the Planning Staff for distribution to the Plan Commission. There is not a guarantee that all written testimony and exhibits will be reviewed the night of the hearing.

If you have any questions or need clarification on this process, don't hesitate to contact a staff member at the public hearing. The staff members will be recognizable by the City name tags.