

# PUBLIC HEARING PROCEDURE

## SEQUENCE

- The Mayor states the request of the application and explains the Public Hearing procedures.
- Late exhibits are presented by staff to the Council.
- The Council will discuss facts prior to the public comment period.
- Public comment is limited to 3 minutes per testimony.
  - No repetitive or redundant testimony is allowed.
  - 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
- The City Council will answer the questions and/or concerns of the public.
- The Mayor will close the Public Hearing.
- The Council will discuss all evidence and testimony obtained during the Public Hearing process.
- The Council will make a decision to APPROVE, APPROVE WITH CONDITIONS, TABLE or DENY the application.

## GENERAL GUIDELINES

- 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.