**CITY OF BEAUTIFUL PLANNING COMMISSION**

**Public Hearing Procedure**

* During the course of a Planning Commission Meeting whenever an application that requires a public hearing (zoning, re-zoning, conditional use, certain subdivisions of property, etc. . . .) appears on the Commission’s agenda, the Chair will declare the same and introduce the application to the Commission and citizens who are in attendance.
* The Chair will proceed through each scheduled public hearing as follows:
  + Staff will provide an explanation of the case and a recommendation.
  + Applicant will be given an opportunity to address the commission and should limit their comments to **less than ten (10) minutes**.
  + When a public hearing is slated, the Chair will open the hearing for public input.
  + Members of the public, having been recognized, **will be allowed three (3) minutes** each to address the Commission (unless the Chairman specifies otherwise).

**NOTE:** Large groups may wish to, but are not required to, appoint a spokesperson for the group, in which case the Chair may grant the spokesperson additional time to speak..

* + - Generally, those desiring to speak “for” the request will be allowed to speak first, followed by those desiring to speak “against” the request.
    - Persons wishing to speak should raise their hand to be recognized by the Chairman. Once recognized, please stand and state your name and address.
    - Comments should be concise and limited to issues related to the request.
  + When the Chairman believes that the Commission has received sufficient citizen input to make a determination on the application, the public hearing will be closed and the applicant and/or the Staff will be given an opportunity to address any issues brought out during public comment.
  + Chairman will then allow Commission members to make comments or ask questions of anyone present to clarify issues or provide additional information.
  + The Chairman will call for a motion and a second on the motion. Commission members may speak to the motion, any amendments, or points of parliamentary procedure.
  + If a motion is forthcoming, a voice vote will be taken. If the decision is not unanimous, then the Chairman will direct a roll call vote.
  + If a motion is NOT forthcoming, the request will be considered “Denied” for lack of a motion.

**PLEASE NOTE:** The above-procedure is provided to serve as a guideline for the conduct of public hearings. The chairman is not limited and/or constrained by this procedure and, under certain circumstances, may deem it necessary to deviate from this guideline.