



Public Hearing Procedures

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Updated **MAY 2023**

Procedures

1. PRESIDING OFFICER opens the public hearing and explains the procedures.
2. PRESIDING OFFICER introduces item and the requested action.
3. CITY STAFF present information related to the request.
4. APPLICANT is permitted an opportunity to speak on the request.
5. CITIZENS wishing to speak *in favor* of the request are permitted an opportunity.
6. CITIZENS wishing to speak in opposition to the request are then permitted an opportunity.
7. APPLICANT is permitted an opportunity to make summary remarks.
8. PRESIDING OFFICER closes the public hearing.

Guidelines

- The Presiding Officer may impose a time limit on the public speakers.
- The public hearing can be held *even if the applicant is absent*.
- Speakers should raise their hand when they wish to speak and state their name and address prior to speaking.
- Speakers should make comments brief and avoid repeating comments.
- Speakers shall complete the Campaign Contribution form and provide it to the City Clerk if they have not already done so.
- No further comments may be made by the public once the hearing is closed (unless reopened per Council rules).
- Council may recall a speaker to seek clarification after the public hearing is closed.