

PUBLIC HEARING POLICY PROCEDURES

GENERAL INFORMATION

This procedure explains the format of public hearings, outlining the requirements for giving a presentation before the reviewing body. If you have any questions after you have read these procedures, please contact the City Clerk.

PUBLIC HEARING FORMAT

Each public hearing agenda item considered by the reviewing body must be reviewed under the following format unless changes are approved by the reviewing body.(all timelines are maximum):

Staff presentation: 15 minutes

Applicant presentation: 15 minutes

Relevant questions: 3 minutes per person

Relevant public comment: 3 minutes per person

Closing statement by applicant: 5 minutes

Reviewing body's deliberation:

The applicant is limited to a maximum 15-minute presentation. The information on what should be included in the presentation is detailed later in this handout. If the "applicant" team consists of more than one person, it is up to the applicant to divide the 15 minutes amongst all persons wishing to speak. You will not be allowed to finish your presentation beyond the 15 minutes unless the reviewing body decides there is time available and that the information being presented is necessary for clarification of the public record. For larger, more complex situations or projects, the presentation time limits may be extended beyond the allotted 15 minutes with approval from the reviewing body.

Following the applicant's presentation and questions, the hearing is open for public comment. Public comment is a time when anyone may speak to the review board about the public hearing agenda item. The public is allowed up to 3 minutes per person to express thoughts, concerns, support, opposition, etc. regarding the proposed agenda item. The review board may extend the time limit beyond the 3 minutes and may grant additional time for persons representing an organization's collective view with specific board action.

Following public comment, the applicant's 5-minute closing statement is an opportunity for the applicant to finalize any situations, concepts and clarify information as necessary. The closing statement can only address those issues raised in previous testimony and cannot raise new issues. The purpose of the closing statement is to allow for a summary of the key issues that were raised by the public and how the applicant addresses these issues.

PRESENTATION REQUIREMENTS

All audio-visual materials to be used by the applicant(s) that need to be set up in the presentation area must be coordinated and tested in advance prior to the scheduled hearing date.

The following procedures have been adopted by the City Council to create uniform expectations for presentations at public hearings. It is intended that this policy will be provided to applicants well in advance of their hearing so that they can prepare accordingly. The same expectations are applicable to any review body unless stated otherwise by the City Council.

Staff Presentation: The staff's role is to evaluate situations and/or projects relative to the applicable policies and standards as set forth in the City Charter, Codes, and other applicable City standards and policies. The staff's presentation at the hearing has two key purposes:

- To provide the public with basic information about the situation or project so that they can effectively participate in the public hearing.
- To provide the review body a summary of the critical information necessary to make an informed decision.

The staff presentation should provide the following information:

1. A basic description of the issue including what is proposed, what actions are required and key findings that must be made, etc.
2. An overview of all relevant information regarding the issue
3. A summary of major issues associated with the situation including areas of public controversy
4. A more detailed background on issues where there is unresolved conflict between the staff recommendation and the applicant position, or the position of another agency or community group so that the public has the necessary information to make meaningful comments and informed decision.
5. Changes to the staff report and new information that has become available since the staff report was published.
6. Provide a recommendation along with alternative actions that the review body may consider.
7. Staff presentation should take 15 minutes or less. More time may be required on the more complicated issues. If a longer presentation is anticipated it should be discussed with the review body for their approval.

Applicant Presentation: The applicant's responsibility is to provide the information necessary to support the decision they desire the review body to make. An applicant presentation should include:

1. An overview of the applicant's objectives.
2. A more detailed explanation of how the issues were developed based upon applicable City policies and standards including the General Plan and Codes. The applicant should be addressing key points and creating a clear record of information in support of the findings that must be made to move forward on a particular issue or project.

3. A description and detailed justification for any exceptions to the City's standards being requested as well as any requested changes or deletions to conditions or requirements as recommended by staff.
4. A summary of any neighborhood outreach that was conducted by the applicant, the issues that were raised by the neighbors and how they have been addressed.
5. The applicant presentation should take **15 minutes or less**. More time may be required on the more complicated or larger issues. If a longer presentation is anticipated a request to the review body should be made no later than 2 days prior to the public hearing.