

PLANNING COMMISSION PUBLIC MEETINGS POLICY

Approved by Planning Commission 07/08/2025

The Planning Commission establishes its own rules for the conduct of public hearings and public workshops to ensure a smooth and orderly process. Procedures and policies for public hearings and public workshops are found below.

Public comment is welcome and encouraged to be submitted prior to all meetings.

PUBLIC HEARINGS AND PUBLIC WORKSHOPS PROCEDURES FOR APPLICATIONS

All persons planning to testify on an item open to public comment should refer to the Conduct of Public Hearings and Public Workshops Section found below. The following is an outline of the procedures for public hearings and public workshops followed by the Commission when a land use application is presented. The items are listed in the order in which they usually occur.

1. The President or the presiding Commission member will call for the public hearings and public workshops by naming the specific case and the application by its proper name. If any members of the Commission need to make disclosures or recuse themselves based on the application before them, the Commission members shall do so at this time.
2. The President or the presiding Commission member will ask Staff to present the case. The Staff will describe the property and describe the application request and action required.
3. The President or the presiding Commission member will then allow the applicant, or authorized agent, to make their presentation. The time limit for the applicant's presentation is normally ten (10) minutes; however, the President or the presiding Commission member may allow up to fifteen minutes (15) for complex cases.
4. After reviewing the public hearings and public workshops procedures, the President or the presiding Commission member will call for citizen testimony. All presentations are timed and limited to a three (3) minute period. Persons will be recognized in the order in which their names appear on the Speakers List. A written statement to the Planning Commission Staff may be submitted if you do not want to speak directly to the Commission. All written correspondence is entered into the public record for each application.

5. Following the completion of the citizen testimony, the applicant will have the opportunity to respond to questions and/or issues raised by the Commission and/or citizens. The time limit for the applicant's rebuttal testimony is normally five (5) minutes.
6. After the applicant's rebuttal, the President or the presiding Commission member will recognize the Staff for their recommendation, closing comments, and/or responses to questions. In addition to the closing remarks from Staff, Commission members will be recognized for their questions, concerns, or comments on this application.
7. Following all comments, the President or the presiding Commission member will call for a motion for Commission discussion and action.

CONDUCT OF PUBLIC HEARINGS AND PUBLIC WORKSHOPS

Public comment is welcome and encouraged to be submitted prior to all meetings. All persons planning to testify shall sign up on the designated Speakers List prior to the meeting, which shall be available no later than fifteen (15) minutes before the meeting is called to order. After the meeting is called to order, sign-ups will close for that meeting. When called upon to speak, the speaker must be recognized by the President or the presiding Commission member, and the speaker must state their name and address for the public record.

All presentations are timed and limited to a three (3) minute period. Persons whose presentations do not pertain to the current agenda item may have their public comment period ended early by the President or the presiding Commission member. If the speaker does not finish their presentation, a copy of the statement may be provided to the Planning Commission staff as soon as possible. The entire presentation will then be entered as part of the public record.

In order to minimize repetitive testimony, organizations are encouraged to have only one person speak for their group, with other members of the organization standing to show their support. Testimony determined to be repetitive and of little additional value to the Commission and the public by the Commission may be stopped by the President or by the presiding Commission member.

The total allotted time for each public hearing or public workshop shall be ninety (90) minutes. The allotted time will only be given to the individuals that are signed up and cannot be dedicated to other individuals, groups or organizations. Each person may testify only once per Public hearings or Public Workshop, unless called back to the podium at the request of a Commission member.

Approved by Action of the Planning Commission: By a vote of 7 For 0 Against

Mike Shepp

Mike Shepp
Planning Commission President

7/22/25
Date

