



PUBLIC HEARINGS

A QUICK GUIDE FOR ALL PARTICIPANTS

What is a Public Hearing?

It is a meeting that allows Boards, Commissions, or City Council to obtain public input before significant decisions are made.

Why is a Public Hearing Required?

Both State and Local Laws require residents to be notified about proposed land use requests. It allows the public to comment or present testimonies that help inform the decision on the proposed request.

Who is Invited to a Public Hearing?

Any person may appear and speak, either individually or as a representative of an organization. Normally, all property owners within 200 feet of the subject property receive notices via mail. The public is notified via publication in the local newspaper, posted agenda, and on the city's website.

AT THE MEETING...

PROPERTY OWNER OR APPLICANT

You may speak only during the time when the Applicant/Property Owner is invited by the Board, Commission, or City Council to provide a presentation, answer questions, or provide additional comments. Questions to Board, Commission, or City Council are not permitted.

WHAT YOU CAN DO

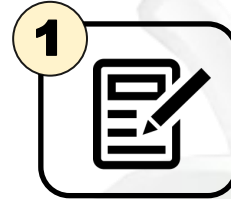
- Give a separate presentation (Provide slides ahead of meeting)
- Provide additional information or clarification on proposed request
- Answer questions that Board, Commission or Council may have

HOW TO MAKE A COMMENT

- Walk to podium and speak into microphone
- State name, address, and relationship to project
- Make comments, presentations or offer yourself to answer questions
- Stay near the podium while the Board, Commission, or Council discuss, so you may answer questions
- If needed, arrange for an interpreter ahead of the meeting

HOW LONG YOU CAN SPEAK

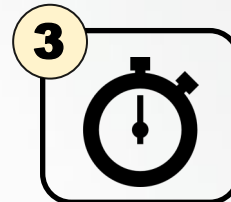
- No time limit for presentations and dialogue with Board, Commission, or Council on Q&A. However, be concise and respectful of the time of everyone at the meeting.



1 Register to Speak on Item on the Agenda



2 Always Step Up to the Podium to Speak



3 Comment within the Allotted Time

ADJACENT PROPERTY OWNER OR PUBLIC

You may speak only during the time when the public is invited by the Board, Commission, or City Council to provide public comments. Questions to Board, Commission, or City Council are not permitted.

WHAT YOU CAN DO

- Speak in favor of proposed request, or
- Speak against proposed request, or
- Sit and observe proceedings

HOW TO MAKE A COMMENT

- Fill out a speaker card before or during the meeting
- Walk to the podium
- State name and address, and if appearing on behalf of an organization, state the name and mailing address of the organization for the record
- Speak on the agenda item being discussed
- You may submit written comments ahead of the meeting
- If needed, arrange for an interpreter ahead of the meeting

HOW LONG YOU CAN SPEAK

- 3 minutes for individual comments or 5 minutes if you are representing a group