



Public Hearing Procedures

Page 1 of 1

Updated **JULY 2024**

Procedures

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

Guidelines

1. The Presiding Officer may impose a time limit on the public speakers.
2. The public hearing can be held and council may take action, even if the applicant is absent.
3. Speakers (members of the public) shall submit the Campaign Contribution form to the City Clerk.
4. Speakers should make comments brief and avoid repetition.
5. No further comments may be made by the public once the public hearing is closed (unless reopened per Council rules).
6. Council may recall a speaker to seek clarification after the public hearing is closed.

Advertised Public Hearings

1. If a public hearing has been advertised and the item is on the agenda, the hearing **will be held**—even if the petitioner is absent.
2. If a public hearing has been advertised and the item is on the agenda, but is withdrawn before the meeting, the hearing **will not be held**. The item will remain on the agenda with a note of withdrawal due to prior advertisement.
3. If a public hearing has been advertised but the item is not yet on the agenda because it was withdrawn before the meeting, the hearing **will not be held**. The item will be added to the agenda with a note of withdrawal due to prior advertisement.
4. If a public hearing has been advertised and the item is on the agenda, but the petitioner requests a postponement before the meeting, the public hearing **will be held**—even if the petitioner is absent.