

**PLANNING COMMISSION POLICY REGARDING THE CONDUCT OF
PUBLIC HEARINGS AND PUBLIC HEARING PROCEDURES FOR APPLICATIONS**

Approved by Planning Commission 01/08/13

CONDUCT OF PUBLIC HEARINGS

The Planning Commission establishes its own rules for the conduct of public hearing to ensure a smooth and orderly process. The public hearing procedures and policies adopted by the Planning Commission are listed below:

All persons planning to testify shall sign up on the designated Speaker's list prior to the meeting. When called upon to speak, you must be recognized by the President, and you must state your name and address for the public record.

All presentations are timed and limited to a three (3) minute period. If you do not finish your presentation, be sure to provide a copy of your statement to the Planning Commission office 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.

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 application, unless called back to the podium at the request of a Commission member.

PUBLIC HEARING PROCEDURES FOR APPLICATIONS

The following is an outline of the public hearing procedures 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 will call for the public hearing by naming the specific case and the application by its proper name. At this time, the President will ask the applicant, or the authorized agent for the application, to reaffirm that the information stated is correct and accurate as of the hearing date. The President will then ask if any members of the Commission need to make disclosures based on the application before them.
2. The President will ask the County Planning Staff to present the case. The staff will describe the property and describe the application request and action required.
3. The President will then allow the applicant, or authorized agent, to make his\her presentation. The time limit for the applicant's presentation is normally ten (10) minutes; however, the President may allow up to fifteen minutes (15) for complex cases.
4. The President will ask the County Planning Staff to present the staff's recommendation.
5. After reviewing the public hearing procedures, the President will call for citizen testimony. 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.
6. 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 minutes.
7. After the applicant's rebuttal, the President will recognize the staff for 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.
8. Following all comments, the President will call for a motion for Commission discussion and action.

PLANNING COMMISSION POLICY REGARDING THE
SUBMITTAL OF DOCUMENTS FOR AGENDA ITEMS

Approved by the Planning Commission 12/08/2015

SUBMISSION OF DOCUMENTS

The Planning Commission establishes deadlines for the submittal of supplemental information presented to the Commission for Public Hearings.

Submissions regarding all items for Commission consideration shall be received by the Departments of Planning and Zoning no later than 1 week prior to the scheduled Planning Commission meeting to allow ample time for the review of comments submitted.

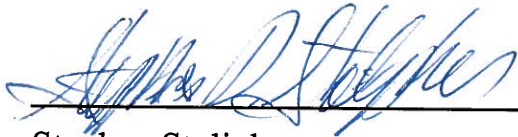
Late submissions, including submissions made the day before or the day of any meeting by this Commission, may not receive full consideration due to lack of time for proper Commission review.

Any documents received after the public comment period, or any documents received that do not pertain to an agenda item will be filed but not submitted to PC members and placed under non-actionable correspondence on the next meeting agenda.

Recommended this 8th day of December, 2015

By vote of the Jefferson County Planning Commission

By a vote of 8 Yes 0 No



Stephen Stolipher
Planning Commission President