



# WESTMINSTER

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## GENERAL PUBLIC HEARING PROCEDURES

- 1) Chairman opens public hearing and reviews public hearing ground rules as follows:
  - a) The presiding officer shall conduct the hearing in such manner as to provide for freedom of speech and expression of opinion of all persons speaking, subject only to the limits of courtesy and respect to other persons and their opinion, as long as the subject is related to the public hearing notwithstanding; however, the presiding officer has the authority to limit debate to a reasonable length of time to be equal for both positions.
  - b) Any person speaking may be questioned by a member of the Board or by the City Administration.
  - c) The presiding officer shall rule upon all disputed matters of procedure, unless on motion duly made, he is overruled by a majority vote of Board members present.
  - d) The ordinary rules of evidence shall not apply, and the Board will receive petitions, exhibits and other relevant documents with formal identification or introduction.
  - e) When the number of persons registering to speak threatens to prolong the hearing unduly, the Board may establish a time limit upon each speaker.
  - f) All questions are to be addressed to the Chairman, who will then determine who should answer the questions.
- 2) Chairman calls on City Staff to enter the following into the record of the public hearing:
  - a) A copy of public notice as published in newspaper.
  - b) All application documents for proposals before the Board submitted by the applicant.
  - c) Copy of the Agenda Memo.
  - d) Copy of any other written documents that are an appropriate part of the public hearing record.
- 3) Chairman calls on Staff to make slide show presentation and to describe the nature of the request (maximum of ten minutes) and make the Staff recommendation.
- 4) Chairman calls on the applicant to present any additional clarification necessary and to state the applicants' case.
- 5) Questions for applicant and/or City Staff from members of the Board.
- 6) Chairman calls for testimony from audience in favor of request
- 7) Chairman calls for questions from members of the audience who have not taken a position of being in favor or in opposition on the application.
- 8) Chairman calls for testimony from audience in opposition to request.
- 9) Chairman calls for final comments/rebuttal by applicant.
- 10) Chairman calls for final comments from City Staff.
- 11) Chairman closes public hearing and requests a motion for approval/denial of the proposal with Findings of Fact.
- 12) Second to the motion.
- 13) Discussion of the motion by members of the Board.
- 14) Vote on the motion.