

# **CONDUCTING A PLANNING COMMISSION PUBLIC HEARING**

## **1) COMMENCE HEARING**

- **Announce purpose of the hearing**
- **Summarize the rules of the conduct of the hearing**

## **2) CALL FOR ABSTENTIONS**

- **Inquire of Commission whether any member wishes to abstain from participation.**
- If any Commissioner announces abstention they SHALL identify the reasons for abstaining and SHALL NOT participate in discussion or vote on the proposal.
- Any Commissioner whose participation has been challenged has the right to participate and may make statement in response to challenge.

## **3) OBJECTIONS TO JURISDICTION**

- **Inquire if any objections to the jurisdiction of the Commission to hear the matter.**

## **4) STAFF REPORT**

- **Staff recommendation**

## **5) PROPONENT'S CASE**

- Applicant or their representatives
- Parties in agreement with applicant

## **6) OPPONENT'S CASE**

- Neighborhood Associations
- Persons who received notice or entitled to receive notice
- Persons who did not receive notice

## **7) CROSS EXAMINATION OF OPPONENTS**

- AFTER RECOGNITION FROM PRESIDING OFFICER Allow proponents to submit questions to opponents.

## **8) PUBLIC AGENCIES**

## **9) REBUTTAL EVIDENCE**

- Proponent

## **10) CLOSE OF HEARING AND DELIBERATION BY COMMISSION**

- **Commission makes decision and states findings**