

Planning Commission Public Hearing Procedures

The purpose of a public hearing is to give ample opportunity to be heard by all who have a legitimate interest and to bring to the Planning Commission all possible germane facts, information and opinions which may be of help and assistance to the Planning Commission in a decision.

1. The meeting will be called to order by the Chair and after consideration of the minutes and announcements he/she will call the agenda cases in consecutive order.
2. The planning staff will review the facts and circumstances of the application.
3. The applicant(s) will make their presentation with a **maximum time of 10 minutes**, followed by questions, if any, by the Commission members.
4. Speaker(s) for or against will be allowed up to three minutes to address the Commission in the order that they signed up and at the appropriate time that their specific item appears on the agenda. All speakers will be required to sign-up no later than one hour before the meeting commences.
5. At the Podium, the speaker will need to state their name and address for the record and then present comments.
6. Every speaker who has thirty seconds left on their time limit will receive a thirty-second warning to conclude their presentation. When a speaker is notified that their time is up then they must stop speaking immediately.
7. **Homeowner's Associations/Large Groups** are encouraged to designate a spokesperson. Such groups may designate one spokesperson to speak on its behalf with a maximum time of ten minutes.
8. After all presentations, the Planning Commission will take formal action to close the hearing. Commission members will have an opportunity to comment and ask questions on the issue.
9. The Planning Commission will take action on the issue.
10. **Citizens can submit comments in writing as an alternative to speaking at a public hearing. All written materials must be submitted to City Management before 4:00 p.m. on the day of the scheduled public hearing.**

If requested in advance, a computer and video projector will be available for use by the public in making comments. Staff personnel from the City will load and run any such presentations.

Once a public hearing has been scheduled, citizens wishing to address the Commission during the public hearing will be required to sign-up no later than one hour before the Planning Commission Public Hearing. To sign-up, citizens can call Sabrina Truesdale at 803/329-7016 before 4:00 p.m. on the day of the scheduled public hearing **or in person the night of the public hearing (no later than one hour prior to the commencement of the meeting)**. When signing up, speakers will be asked to identify themselves and to specify their position for or against. The comment shall be restricted to the subject of the public hearing as advertised.

As a courtesy to others, please be brief in your comments and refrain from being repetitive of the remarks made by previous speakers. The most effective and useful comments are those which focus directly on the issues under consideration and which may even offer possible solutions or alternatives.