



Summary of Planning Commission rules governing public hearings

The Planning Commission's current Rules and Procedures, updated August 11, 2011, provide specific guidelines for the conduct of public hearings:

- Planning Department staff speaks first on each issue, describing the proposal and presenting staff's recommendation for Planning Commission action.
- Then, the applicant speaks for up to ten minutes, followed by public comment from supporters of the proposal, then from its opponents.
- Those public comments are limited to two minutes per individual speak; anyone representing an organization may speak for five minutes if the Commission receives written notice prior to the meeting.
- The Commission may then grant the applicant additional time for rebuttal.
- Metro Council members may speak once on each proposal – at the start of the meeting, during the hearing, or at the end of the hearing.

The Commission's complete rules for conduct of public hearings appear below:

B. PROCEDURE. *All public hearings shall be conducted in the following manner:*

- 1. Staff will briefly describe the proposal and present the staff recommendation. Other Metro department or agency representatives present at the meeting may also present at this time.*
- 2. The Commissioners may ask questions of staff for the purpose of clarifying the content of the proposal.*

3. *Any member of the Metropolitan Council who wishes to speak to the issue may do so at one of these designated times: during recognition of councilmembers, or during the public hearing, or at the close of the public hearing.*
4. *The Chairperson shall open the public hearing.*
5. *The applicant shall next present the proposed project for a maximum time period of ten (10) minutes. All applicant representatives speak or are represented during this time.*
6. *Staff may clarify key issues to ensure the Commission is fully informed on the character and effects of the proposed project.*
7. *The Chairperson shall recognize individuals to speak in the following order:*
 - a. *Proponents from the public*
 - i. *When prior to the meeting written notice has been received by the Commission authorizing a representative to speak on behalf of an organization, the identified representative may speak for up to five (5) minutes.*
 - ii. *Persons speaking as individuals, not represented by an organization, may speak for up to two (2) minutes.*
 - iii. *Speakers who have signed up shall be called in order.*
 - iv. *Next, speakers who have not signed up will be recognized, providing name and address for the record.*
 - b. *Opponents from the public*
 - i. *When, prior to the meeting, written notice has been received by the commission authorizing a representative to speak on behalf of an organization, the identified representative may speak for up to five (5) minutes.*
 - ii. *Persons speaking as individuals, not represented by an organization, may speak for up to two (2) minutes.*
 - iii. *Speakers who have signed up shall be called in order.*
 - iv. *Next, speakers who have not signed up will be recognized, providing name and address for the record.*
8. *The Commission may request combined presentations or establish alternative time limits, considering the time constraints of the meeting and the complexity of the issue.*
9. *A specified time for rebuttal arguments may be granted by the Commission. If time for rebuttal is granted, then equal time shall be granted to each side.*
10. *On motion, the public hearing will be declared closed.*

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