

- **Chair – Opens the hearing:**
- **Initial Presentation:**
  1. Staff
- **Chair – Opens the hearing for public testimony:**
  1. Proponents (those testifying in support or neutral).
  2. Opponents (any party in opposition to the application).
  3. City staff rebuttal.
- **Chair – Closes the public testimony** portion of the hearing.
- **Chair asks the Commissioners if there are questions for staff or for other persons that testified.**
  - Commissioner proposes a motion.
  - Another Commissioner seconds the motions, and then the Chair states the motion to the assembly.
- **Chair calls for deliberation and/or discussion of the motion.**
  - Discussion must be confined to the motion before the commission.
  - If no further discussion, Chair **calls for a vote** on the motion and restates the motion.
- **Chair closes the hearing** upon a motion being passed by a majority of the Planning Commission.

**Notes:**

The Chair may use his or her discretion to accept additional testimony or evidence after the close of the public testimony portion of the hearing. The Chair should reopen the public testimony portion of the hearing and may limit the testimony to a specific issue and timeframe.

*The Planning Commission is the hearings body. It gathers information and makes recommendations and does not make decisions. The recommendations, together with all the information and testimony from the hearing (record), are sent forward to the City Council who then makes a decision. The City Council makes a decision based on the record and (in most cases) does not hold a public hearing.*