



Public Hearing Presentation Guidelines for Applicants

Public hearings for development applications are typically heard by the city council, planning commission, board of adjustment, historic preservation board, and zoning board of appeals.

Most hearings follow a similar format:

- Council, commission, or board opens the public hearing
- Staff gives a brief presentation / recommendation (10 minutes or less)
- Council, commission, or board asks questions of staff
- The applicant gives a brief presentation on the merits of the case (10 minutes or less)
- Council, commission or board asks questions of the applicant
- The public is invited to give testimony
- The public hearing is closed, action is taken

Presentations may take more or less time depending on the complexity of the request, but a good general rule is to be concise and direct. Here are some tips for effective presentations:

PREPARE!

- ✓ **Review the staff report** on-line: reports are usually posted on the council, commission or board website approximately five days in advance of the hearing.
- ✓ **Read the review criteria** on-line for your specific type of request prior to preparing the presentation: it is always good to speak or know the language of how the request is judged.
- ✓ If a **PowerPoint** presentation is needed, send it to staff a week in advance and we can load it on the hearing room computer.
- ✓ **Be prepared** for a “low-technology” presentation, just in case!
- ✓ If neighbors are in favor of the request, encourage them to **attend the meeting** and give their opinions.

PRESENT!

- ✓ If there is a team, have **one primary speaker** who introduces the team – different team members can answer questions following the presentation – each speaker must **talk from the podium** and **introduce themselves** with their **name and address**.
- ✓ Staff will show the location of the property and describe the project, spend more time explaining the **benefits of the case** and **why** the council, commission or board should approve the request.
- ✓ Be **courteous, honest, respectful**, and **firm** – if there is a question you cannot answer or do not understand, say so.