



## Planning Commission Rules of Procedure for Quasi-Judicial Hearings

**Chair - Opens the hearing** with the following:

1. The case number, applicant name, and address of the property;  
May use **Opening Statement** document for the following information.
2. Identify that the applicable approval criteria are addressed in the staff report
3. Explain how to testify (name, address, and relevancy to approval criteria)
4. Ask Planning Commission Members of any conflict of interest or ex-parte contacts
5. Ask for any public challenge to the partiality of any member
6. Summarize the sequenced events to be followed at the hearing as follows:

**The hearing begins in the following order:**

1. Staff presentation
2. Applicant presentation

**Chair – Opens the hearing for public testimony:**

1. Proponents (those testifying in support or neutral)
2. Opponents (those testifying in opposition)
3. Applicant rebuttal
4. City staff rebuttal or clarifications
5. Applicant's closing argument

**Chair – Closes the public testimony portion of hearing.**

**Planning Commission deliberates on the case.** They may question staff or the applicant.

- Commissioner proposes a motion.
- Another Commissioner seconds the motion, and then the Chair states the motion to the assembly.
- Chair calls for deliberation and/or discussion of the motion. (NOTE: Discussion must be confined to the motion before the commission).
- Chair calls for a vote on the motion and restates the motion, if there is no further discussion.

**The Chair closes the hearing, (stating "This hearing is now closed.")** upon a motion being passed by a majority of the Planning Commission.

In the event the Chair uses 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 testimony to a specific issue and timeframe.