

MONROE LAND USE PUBLIC HEARING SCRIPT

"PUBLIC HEARING IS NOW OPEN"

"This is a Public Hearing for the Red Hills Subdivision Tentative Plan to create 55 lots for residential development. The site for this proposed subdivision is on Orchard Street and is on the far western edge of the city limits and urban growth boundary. All testimony and evidence must concern the approval criteria described in the staff report or other criteria in the Comprehensive Plan or the Monroe Land Use Development Code or other land use regulations which the person testifying believes to apply to the decision. This would also include any city ordinances or resolutions considered applicable to the proposed subdivision.

Failure to raise an issue, with sufficient detail to give the Planning Commission and the parties an opportunity to respond to the issue, means that no appeal may be made to the State Land Use Board of Appeals based on that issue.

Failure of the applicant to raise Constitutional or other issues relating to proposed conditions of approval with sufficient detail to allow the local government or its designee to respond to the issue precludes an action for damages in Circuit Court.

Before the conclusion of the evidentiary hearing, any participant may ask the Planning Commission for an opportunity to present additional relevant evidence or testimony that is within the scope of the hearing. The Planning Commission shall grant a request by scheduling a date to finish the hearing (a continuance) or by leaving the record open for additional written evidence or testimony."

"Are there any ex-parte contacts, conflicts of interest, bias, or site visits concerning the application to be declared by any member of the Planning Commission?"

If Yes, "Does any participant wish to rebut any disclosure?"

"Testimony during the Public Hearing will be in the following order: 1st – Presentation of the Staff Report; 2nd Presentation of the Applicant; 3rd – Presentation of the Proponents; 4th – Presentation of Opponents; 5th – Testimony of Neutral Parties including Government Bodies; 6th – Rebuttal by the Applicant, limited to issues raised by Opponents."

DECIDE IF THERE IS ANY NEED TO DECLARE A TIME LIMIT FOR TESTIMONY

"Presentation of the Staff Report"

Presentation of the Applicants"

"Presentation of any Proponents"

"Are there any additional Proponents?"

"Presentation of Opponents"

- “Are there any additional Opponents?”
- “Testimony of Neutral Parties including Governmental Bodies”
- “Any additional Neutral Parties?”
- “Rebuttal by the Applicants – Limited to issues raised by Opponents”
- Determine whether a motion to continue or keep the record open is needed. If the hearing is continued or the record kept open, announce the date for the continued hearing, or when the record will close, respectively.

IF NO MOTION TO CONTINUE OR KEEP THE RECORD OPEN:

- “Does the Applicant waive the 7 day period to submit final written argument?”
 - (If yes, proceed to discussion and decision.)
 - (If no, announce the date for the next meeting to conduct discussion and decision.)

IF WAIVED, CLOSE THE PUBLIC HEARING:

“The Public Hearing is Now Closed”

IF YOU ARE PROCEEDING TO DISCUSSION AND DECISION:

- “The matter is now open discussion from the Commission. You may also ask additional questions of Staff.”

A recommended motion is at the end of the Staff Report.

- “Motion?”
- “Second?”
- “Discussion?”
- “All those in favor of Commissioner _____’s motion to: (restate the motion) say Aye.”
- “All those opposed to Commissioner _____’s motion say No.”
- “Motion Passes/Fails _____ to _____.”
- “This is a final decision by the Planning Commission.” This decision will be reviewed with a public hearing conducted by the Monroe City Council on January 22, 2018 at 6pm.