Planning Commission
Public Hearing - Quasi-Judicial
Checklist –

Resolution Number: _____

A resolution of the City Council sitting as the Planning and Zoning Commission, approving _____ (description of resolution here)

Chair (or Clerk) reads the resolution title into the record

☐ **Chair reads the "Conflict of Interest; Ex Parte" questions into the record**

☐ **City Clerk and/or Administrator provides staff report**
- *commissioners may question staff through the chair*
- *NO commission discussion at this time*

☐ **The applicant and/or representative may provide an overview of the application**
- *10-minute time limit (Applicant and/or Representative overview of application)*
- *commissioners may question the applicant/representative through the chair.*
- *NO commission discussion at this time*

☐ **Chair opens the public hearing**
- *3 minutes per person for members of the public*
- *Members of the public may only speak to the public hearing item up for discussion*
- *Ask members of the public to give their name, community, or whom they are representing.*
- *7 minutes per person for representatives of a state agency, city or borough official, or a recognized representative of a community council*
- *Commissioners may question members of the public if allowed by the chair.*
- *NO commission discussion at this time*

☐ **Chair invites the applicant to respond to questions/statements from the public**
- *10-minute time limit*
- *commissioners may question the applicant or their representatives*
- *no commission discussion at this time*
- *NO discussion between the applicant and the public.*

☐ **Chair closes the public hearing**

☐ **Chair asks the commission for a motion to approve the resolution**
- *discussion moves to the commission*
- *4 affirmative votes are necessary for approval of the proposed action*