

1 deemed necessary. Special meetings and study meetings may be held at any time and
2 location indicated in the public notices. The meetings will be held in the City Council
3 Chambers at the Redmond City Hall unless public notice is given that the meeting
4 location will be changed.

5 **II. Public Hearings.**

6 The format for public hearings conducted by the Planning Commission should be as
7 follows:

8 A. The Chair or a staff member should read or paraphrase the purpose of the
9 hearing and advise the Commission of the applicable criteria that it must consider in the
10 course of its review. The purpose of this is to advise the Commission before it receives
11 testimony of the particular items it should be considering during the course of the
12 hearing.

13 B. The hearing should begin with a staff report to the Planning Commission
14 which may include the staff's recommendation.

15 C. Commissioners should direct any questions they have at that time to the
16 staff.

17 D. The hearing should then be opened to permit the applicant to make a
18 presentation to the Planning Commission.

19 E. Questions from the Planning Commission should be directed to the
20 applicant.

1 I. Each person who speaks a second time or who responds to a question should
2 come to the podium and again re-identify themselves by name; however, restatement of
3 addresses is not necessary.

4 J. If, at the conclusion of the hearing the Chair determines that there may still
5 be additional persons wishing to speak or who may provide information, then the hearing
6 time for oral testimony or written testimony or both may be continued to a date certain in
7 the future. When members of the public have completed their testimony, and before
8 closing the hearing, the applicant or his/her representative should be given a brief
9 opportunity for rebuttal. If, upon conclusion of the rebuttal, the Chair determines that
10 there are no more questions for any member of the audience or the applicant, the hearing
11 may be closed or continued until after deliberation. Written comments for both
12 legislative and quasi-judicial items may be submitted at any time prior to the close of the
13 public hearing.

14 K. Any questions by Commission members to any member of the audience or
15 the applicant should be asked prior to the closing of the hearing. Once the hearing is
16 closed on a quasi-judicial matter, no additional testimony may be taken, and the Planning
17 Commission will be limited to questions to the staff only.

18 L. It should also be noted that proponents or opponents do have a right to
19 question persons who have given testimony at the hearing on a quasi-judicial matter.
20 These questions shall be directed to the Chair of the meeting and not directly to the
21 person who gave testimony. The Chair shall direct that person to come to the podium,
22 identify himself and give a response. At the conclusion of the response, any additional

1 Q. At the conclusion of deliberation, the Planning Commission should bring a
2 motion to the floor. If the motion is seconded, concluding discussion should follow.
3 The Chair may call upon each member to state his/her reasons for or against the
4 particular motion. At the conclusion of the discussion, the Chair should call for a vote
5 upon the motion.

6 R. At the conclusion of the vote and the announcement of the decision, the
7 Chair should close the hearing if not closed previously and should at the time advise the
8 audience that the recommendation will be submitted to the City Council, and further
9 public comment, either written or oral, will be governed by the Council's rules and
10 procedures. Once a motion has been made for a recommendation to be transmitted to the
11 City Council, any written materials received by the Planning Commission will be
12 disclosed at the next public meeting but will not be considered as part of the public record
13 on a quasi-judicial matter.