

# **TOWN OF LOOMIS**

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **PROCEDURES FOR HOLDING PUBLIC HEARINGS**

**Effective Date:** 9/13/2016

**Resolution** 16-26

#### **PURPOSE**

The Town Council has determined it would like to establish, by policy procedures by which the Planning Commission and Council will conduct public hearings for project approvals. Staff presented a recommendation on how to conduct such public hearings.

#### **POLICY**

The Town Council of the Town of Loomis hereby establishes the following public hearing procedure:

1. Town staff makes its presentation on the Project and outlines all recommended actions
2. Commission/Council asks questions of staff
3. Chair/Mayor opens the public hearing
4. Applicant makes its presentation – 15 minutes  
(At the discretion of the mayor or chair, time may be extended depending on the size/scope of the proposed project. The applicant must make the request for a time extension prior to the beginning of the meeting.)
5. Commission/Council asks questions of the applicant (and staff)
6. Public comment – maximum 3 minutes per speaker, one opportunity to speak each
7. Applicant opportunity to respond to public comments – 5 minutes  
(At the discretion of the mayor or chair, time may be extended depending on the number of comments made during public comment.)
8. Chair/Mayor closes the public hearing is closed
9. Staff responds to all public comments; Commission/Council asks any additional questions of staff
10. Council deliberates and acts on requested entitlements