

## Procedures for PUBLIC HEARINGS 2020

### **PRIOR TO THE HEARING:**

- ⇒ **WRITTEN TESTIMONY TAKEN UP TO ONE WEEK IN ADVANCE**
- ⇒ **To Testify** .....Sign up with the Clerk, Douglas Miller, as follows:
  - **Telephonically:** (208)382-7102 until Friday preceding the hearing or E-mail [dmiller@co.valley.id.us](mailto:dmiller@co.valley.id.us) until testimony is opened
  - **In-Person**...not at this time.

### **EXPLANATION OF HEARING PROCEDURES BY CHAIRMAN AT BEGINNING OF MEETING**

- State the Date and Time
- Explain the Process: Staff Report, Presentation by the Appellant, Presentation by Applicant, Testimony of Proponents, Testimony of Uncommitted, Testimony of Opponents, Testimony In-Person, Rebuttal by the Appellant, Questions by Board of County Commissioners, Close public hearing: Deliberations, & Decision (*unless more information is needed*)
- Time Limit of 3 Minutes – (**as a member of the public you should have signed up with the Clerk, Doug Miller, at (208)382-7102 until Friday at 5:00 p.m. or E-mail**)

- **OPEN THE PUBLIC HEARING**
- **Ask if anyone has a conflict of interest or *ex parte* contact.**
- **STAFF REPORT FROM PLANNING AND ZONING – CYNDA HERRICK**
- **PRESENTATION BY APPLICANT, IF ANY**
- **TESTIMONY OF PROPONENTS** (Name and Location) – on the phone
- **TESTIMONY OF UNCOMMITTED** (Name and Location) – on the phone
- **TESTIMONY OF OPPONENTS** (Name and Location) – on the phone
- **REBUTTAL BY THE APPLICANT**
- **QUESTIONS APPLICANT**
- **CLOSE THE PUBLIC HEARING** for Deliberations
- **DEVELOP REASONED DECISIONS – MAY WANT TO TABLE TO A SPECIFIC DATE AND TIME**