

PUBLIC HEARING PROCEDURES

These requirements and procedures are designed to ensure a fair and orderly decision-making process and to promote public participation in the land use decisions rendered by the City of DeKalb.

- **Purpose of a Public Hearing**

The purpose of a public hearing is to provide individuals the opportunity to express their views, and provide evidence in support of those views, regarding a petition before the Planning and Zoning Commission. These opinions and evidence create the record, which the Commission relies upon for its deliberation and recommendation. The Commission's recommendation and record are then considered by the City Council, which makes the final determination. Decisions regarding variance requests are determined by the Planning and Zoning Commission. At least 48 hours prior to the public hearing, the agenda is available for viewing in the lobby of City Hall at 164 E. Lincoln Highway, the DeKalb Public Library at 309 Oak St, and online at www.cityofdekalb.com/agendacenter.

- **Notification Requirements for Public Hearings**

The City's Unified Development Ordinance requires notification for public hearings before the Planning and Zoning Commission. No more than 30 days nor fewer than 15 days prior to the date of the public hearing, property owners within 250 feet of the subject property are sent written notice of the public hearing and a notice of public hearing is published in the *Daily Chronicle* newspaper. In addition, a sign is placed on the subject property to notify the public of the hearing, and to provide contact information.

- **Public Hearing Procedures**

The Planning and Zoning Commission Chairperson calls the meeting to order and introduces each item of business. The Chairperson reads the applicant's request and opens the hearing.

- **Applicant's Presentation**

Applicants and/or their representatives provide an overview of the request and factual information in support of the petition. Applicants may call witnesses to present evidence in support of the request. The Commission may ask questions to clarify the applicant's request.

- **City Staff Presentation**

City staff presents a staff report, including background for the request, findings of fact, and a recommendation.

- **Public Participation**

The Chairperson invites the public to present evidence. Individuals will be asked to approach the podium and state their full name and address. Testimony is limited to relevant facts of the case and standards for approval. All testimony will be included as part of the public record; however, spontaneous comments from the floor are not permitted and will not be considered for the record. Questions or concerns regarding any testimony provided may be directed to the applicant, applicant's witnesses, City Staff, or the Commission.

- **Commission Discussion and Deliberation**

With the hearing still open, the Commission deliberates the request. After which time, the Chairperson closes the public hearing, and the Commission makes its recommendation and forwards it, with the findings of fact and public comments to the City Council for review and action.

If you have questions, please contact the Community Development Department at (815) 748-2361.