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## **Policies and Procedures Governing Zoning Hearings**

1. The hearing shall be called to order by the presiding officer. The presiding officer shall explain the procedures to be followed in the conduct of the public hearing. After calling the hearing to order, the presiding officer shall request that staff identify the parcels of property and/or references to the code sections which are the subject of the zoning proposal. Following such identification, staff shall present its recommendation which shall include an analysis of each zoning standard provided for in the Land Management Ordinance applicable to the subject zoning proposal. When the hearing is before Mayor and Council, staff shall also present the recommendation of the Planning Commission. The written recommendation and all documentation of staff and the Planning Commission shall be made a part of the record.
2. Proponents of each zoning proposal shall then be allowed to present data, evidence and opinion concerning the zoning proposal.
3. Opponents of each zoning proposal shall then be allowed to present data, evidence and opinion concerning the zoning proposal.
4. No time limit shall be imposed upon any person speaking at a public hearing, but all speakers are urged to make their comments brief and avoid repeating other comments. Each side, for and against a zoning proposal, shall have an equal minimum time period for its presentation, such minimum time period to be ten (10) minutes per side. At the conclusion of presentations for both sides, Mayor and Council/Commission may ask questions of any party or staff relative to the application under consideration.
5. All speakers shall identify themselves and state their current address. Remarks should be limited to data, evidence and opinions relevant to the proposal under consideration. Speakers shall address all remarks to the presiding officer.
6. Following public comment, the presiding officer shall announce that the public hearing for the requested zoning decision is closed. The Planning Commission, in its subsequent business session, shall then consider the zoning proposal and shall, at that time, take action on the matter. At the close of the public hearing before the City Council, the governing authority shall consider the recommendation for the zoning decision in its subsequent business session and take action on the zoning proposal.
7. Printed copies of these policies and procedures shall be available for distribution to the general public.