



PUBLIC HEARING INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains the format of public hearings before the Planning Commission and/or Town Council and outlines the requirements for giving a presentation before both review bodies. If you have any questions after you have read this information, please contact the Planning Division.

PUBLIC HEARING FORMAT

Each public hearing agenda item considered by either the Town Council or Planning Commission is reviewed under the following format unless the Mayor or Planning Commission Chair announces an alternative:

Staff presentation	15 minutes
Applicant presentation	15 minutes
Public Comment	3 minutes per person
Applicant Response	5 minutes

****Questions from Town Council/Planning Commission to staff or the applicant****

****Town Council/Planning Commission Deliberation****

During this time, the applicant and public can only make comments if the Council or Commission specifically ask for input.

The applicant (project proponent) is limited to a maximum 15-minute presentation. (Information on what should be included in the presentation is detailed later in this handout.) If the “applicant” team consists of more than one person, it is up to the applicant to divide the 15 minutes amongst all persons wishing to speak. You will not be allowed to finish your presentation beyond the 15 minutes unless the Mayor or Planning Commission Chair decides there is time available and that the information being presented is necessary for clarification of the public record. For larger, more complex projects, the presentation time limits may be extended beyond the allotted 15 minutes with approval from the Mayor or Planning Commission Chair prior to the meeting.

Following the applicant’s presentation, the hearing is open for public comment. Public comment is a time when anyone may speak to the review body about the public hearing agenda item at hand. The public is allowed up to three minutes per person to express thoughts, concerns, support, opposition, etc. regarding the proposed project. The Mayor or Planning Commission Chair may extend the time limit beyond the three minutes and may grant additional time for persons representing an organization’s collective view.

Following public comment, the applicant’s five-minute response is an opportunity for the project proponent to finalize any project concepts and clarify information as necessary. The response can only address issues raised in previous testimony and cannot raise new issues. The purpose of the response is to allow for a summary of the key issues that were raised by the public and how the project addresses these issues.

PRESENTATION REQUIREMENTS

All audio-visual materials to be used by the applicant(s) that need to be set-up in the Council Chambers for a public hearing agenda item must be submitted to the project planner no later than 24 hours prior to the scheduled hearing date. If the materials are not submitted by that deadline, the Town cannot guarantee that the audio-visual equipment will work to present this material.

The following procedures have been adopted by the Planning Commission to create uniform expectations for presentations at public hearings. It is intended that this policy will be provided to applicants well in advance of their hearing so that they can prepare accordingly. The same expectations are applicable to Town Council Hearings unless stated otherwise by the Town Mayor.

Staff Presentation: Town staff's role is to evaluate projects relative to the applicable policies and standards as set forth in the Town of Truckee General Plan, Truckee Development Code, and other applicable Town standards and policies. The staff presentation at the hearing has two key purposes:

- To provide the public with basic information about the project so that they can effectively participate in the public hearing.
- To provide the Planning Commission a summary of the critical information necessary to make an informed decision.

The staff presentation should provide the following information:

1. A basic description of the project including what is proposed, where, surrounding land uses and what actions are required and key findings that must be made, etc.
2. An overview of the relevant review criteria including general plan, zoning, design review, etc.
3. A summary of major issues associated with the project, if any. These may include areas of public controversy, special exceptions requested, important environmental issues, etc.
4. A more detailed background on issues where there is unresolved conflict between the staff recommendation and the applicant position, or the position of another agency or community group so that the public has the necessary information to make meaningful comments and the Commission to make an informed decision.
5. Changes to the staff report, project design and new information that has become available since the staff report was published.
6. A recommendation along with alternative actions that the Commission may consider.
7. Generally, a staff presentation should take **15 minutes or less**. More time may be required on the more complicated or larger projects. If a longer presentation is anticipated, it should be discussed with the Planning Commission Chair prior to the meeting.

Applicant Presentation: The applicant's responsibility is to provide the information necessary to support the decision they desire the Planning Commission to make. An applicant presentation should

include:

1. An overview of the applicant's objectives.
2. A more detailed explanation of how the uses, density and design of the project were developed based upon applicable Town policies and standards including the Town of Truckee General Plan, Truckee Development Code, Design Guidelines, etc. This part of the presentation should be geared to the type of project being considered. The applicant should be addressing key points and creating a clear record of information in support of the findings that must be made to approve the project.
3. A description and detailed justification for any exceptions to the Town's standards being requested for the project as well as any requested changes or deletions to project conditions or requirements as recommended by staff.
4. A summary of any neighborhood outreach that was conducted by the applicant, the issues that were raised by the neighbors and how they have been addressed.
5. Generally, an applicant presentation should take **15 minutes or less**. More time may be required on the more complicated or larger projects. If a longer presentation is anticipated a request to the staff planner should be made no later than two days prior to the public hearing. Planning Division staff will consult with the Planning Commission Chair prior to the meeting.