



CITY OF DULUTH PUBLIC HEARING PROCEDURES



The Mayor, City Council, Boards, Commissions (governing board) and Staff appreciate public participation and thank individuals in advance for cooperating with the procedures set forth below. These procedures are intended to help sustain the flow of public hearings and public meetings, to allow as many people as possible to be heard, and to ensure that an accurate record of all comments is obtained. The governing board may modify these procedures as necessary to ensure the smooth flow of the public hearing or meeting. The City of Duluth complies with the provisions of O.C.G.A. §36-66-4.

City of Duluth Procedures for Conducting Public Hearings:

1. **Staff Presentation:** A staff member will briefly summarize the request and shall respond to any questions from the governing board regarding the staff recommendations related to the public hearing.
2. **Applicant Presentation:** The applicant shall be provided an opportunity to be heard and may present any evidence, information or materials which the applicant desires for the governing board to consider in arriving at its determination.
3. **Public Comments:** Public comments will be accepted and individuals making public comments may present any evidence, information and/or materials that the individual desires for the governing board to consider in arriving at its determination. All comments shall be directed to the governing board and shall be made in an orderly manner. The governing board may place reasonable time limitations on the applicant's presentation and on public comments by individuals in support or opposition to the request. An equal time period shall be allowed for presentation of data, evidence and opinion by proponents and opponents of the request, and in no event shall the minimum time period allowed for public comments be less than ten minutes per side. Persons speaking either in support of or in opposition having been recognized by the governing board, shall state their name and address for the public record, and shall present any written documents they desire to be included in the record of the meeting to staff.
4. **Discussion:** The governing board will close the public comment portion of the public hearing and may discuss the request. The governing board may ask questions of the applicant, proponents, opponents or staff.
5. **Motion and Vote:** The governing board will make a motion and a second. Once the motion is entered, the governing board will take a vote on the request.

In compliance with the Americans with Disabilities Act of 1990, the City of Duluth is committed to providing reasonable accommodations for a person with a disability. Please contact the City Clerk at (770) 476-3434 prior to the meeting date if special program accommodations are necessary and/or if program information is needed in an alternative format. Special requests must be made in a reasonable amount of time in order that accommodations can be arranged.