

City of Chubbuck
Public Hearing Procedure
Before the City Council and Land Use and Development Commission

Idaho state law requires that a transcribable, verbatim record be kept of all public hearing procedures. In order to satisfy this requirement, Public Hearings will be recorded.

1. Description of the item before Council/Commission is read by Mayor/Chair.
2. Presentation by Applicant.
3. Council/Commission members may ask questions of the Applicant.
4. Report by City Staff.
5. Council/Commission members may ask questions of City Staff.
6. Open Public Hearing for comments in favor or opposition.
 - A. Each person addressing the Council/Commission **must** use the microphone and give their name and address. (All comments shall be addressed to the Council/Commission.)
 - B. The Mayor/Chair may limit each person's comments to a maximum time.
 - C. Allow all persons to address the Council/Commission prior to any addressing them a second time.
 - D. Make comments that pertain to the issue being presented.
 - E. Comments attacking a person's character will not be permitted.
7. Close Public Hearing (No further comment from the public permitted unless a Council/Commission member asks a specific person a direct question about their comments.)
8. The applicant will be allowed time to clarify points raised in the Public Hearing.
9. Discussion among Council/Commission members regarding the issue at hand. (The Council/Commission may ask questions of any person in the audience, the applicant, and the City staff in order to reach a decision.)
10. Discussion between the applicant and the audience will not be permitted.

Site Visit

Procedures for visiting a site under consideration in a Public Hearing

Each Council/Commission member is encouraged to visit all sites coming before the Commission. Please follow these guidelines.

1. Visit the site by yourself.
2. Do not talk to anyone, including neighbors or the applicant.
3. Do not step a foot on private property unless permission has been granted by the owner.
4. If the Commission decides to visit the site as a group, the visit will be conducted as an advertised meeting of the Commission. Notice will be mailed to the applicant as well as those required to receive notice under the city ordinance.