

CITY OF DARIEN
PLANNING AND ZONING COMMISSION

PUBLIC HEARING GUIDELINES

NOTICES

Everyone can attend

Regular meetings are first and third Wednesdays except holidays.

Notice of each hearing is published in local newspaper, mailed to neighbors, and sign placed on property.

Agendas, these guidelines, petitioner's plans, and staff reports are posted on City website and in City Hall.

PARTICIPATION

Everyone will get a chance to participate in the process.

Comments and questions before the hearing can be sent to the City Planner, who will share with all at the hearing.

During each hearing, the Chairperson will ask for your input. Everyone has the right to cross-examination.

At the end of each meeting, the Chairperson will ask if you want to speak on topics other than the hearing.

Inspire us!

SEQUENCE

During the hearing, feel free to ask questions. In general, the following sequence will be used:

1. Staff - Introduce the hearing, summarize the proposal, document the notices
2. Petitioner - Present the plan, studies, rational, and other information as needed
3. Audience - Ask questions and offer testimony. We ask for your oath and name but not your address.
4. Commission members - Make findings of fact and vote

DISCUSSION

We need your civility and respect so we can hear, learn, understand, exchange ideas, and make the best decisions.

(if people are repeating comments from others, it is okay to ask for no repeats)

(if people are rambling, it is okay to ask for focus on the relevant issues)

(If people are dominating the conversation, it is okay to ask to give others a chance)

(if people are interrupting, it is okay to ask to wait their turn)

(Shouting, distractions, obscenities, etc. are counter-productive and should cease)

(If there is a large audience wanting to speak, the Chairperson may ask people to limit their comments to three minutes)

(if the hour is late, may continue to next meeting)

FINDINGS OF FACT

It is the evidence that supports a conclusion

It includes an understanding of cause and effect

It forecasts future impacts and predicts what is best for the community

It provides the reasons for wise and fair decisions

The decision criteria in code help identify which findings are most relevant

The findings of fact for each criteria should be discussed openly before voting

The best findings of fact will educate, persuade, and lead to consensus