

APPENDIX I

PUBLIC HEARING PROCEDURE EXAMPLE AND SAMPLE FORMATS FOR PUBLIC HEARINGS

These can be adapted for counties, cities or towns.

Public Hearing Procedure Example

(This is a general example of a public hearing procedure and may or may not include all events that occur during a public hearing)

Scheduling the public hearing:

1. Secretary –
 - schedules public hearing,
 - announces date of public hearing through newspaper or other publication,
 - ensures that the public has adequate notice of hearing, such as publishing notice two weeks prior to date of actual hearing,
 - obtains affidavit of publication from publisher

Date of public hearing:

2. Chairman –
 - announces opening of hearing,
 - explains purpose of hearing,
 - announces that the hearing will be taped/recorded and that each respondent should clearly state his/her name
 - asks all attendants to sign attendance sheet
2. Secretary –
 - reads notice of hearing as published in local newspaper
 - takes minutes during hearing
3. Chairman –
 - orders notice placed in record
4. Secretary –
 - reads technical reports or comments pertaining to the subject or purpose of the hearing
5. Secretary –
 - reads any letters received regarding the subject
6. Chairman –
 - gives floor to those persons in attendance who wish to comment or ask questions – first to proponents of the issue, then to opponents of the issue.

7. Chairman –
 - moderates discussion arising from comments or questions from those in attendance – both proponents and opponents
8. Chairman –
 - announces when next scheduled meeting will be held
9. Chairman –
 - closes the hearing.

After the public hearing:

1. Secretary –
 - reviews tape of hearing and finalizes minutes
 - files copy of public hearing notice, affidavit of publication, attendance sheet, written minutes, and recorded tape

SAMPLE

NOTICE FOR FIRST PUBLIC HEARING

The **(City Council, County Commissioners, or Planning Board)** will hold a public hearing on **(day)**, **(date)**, **(time)**, in the **(building)** at **(place)**, for the purpose of obtaining public comments regarding the community development needs and priorities of the **(name of local government)** for economic development, housing and community revitalization, and public facilities, and particularly as those needs affect low and moderate income persons. The **(City/Town/County)** is considering submitting an application to the Montana Department of Commerce for a Community Development Block Grant – Economic Development Program (CDBG-ED) grant, and wants to obtain public comment on the needs of the community. The **(City Council, County Commissioners, or Planning Board)** will discuss the purpose of the CDBG-ED Program and the variety of activities eligible for funding. At the public hearing, everyone will be given the opportunity to express their opinions regarding the **(City/Town/County)**'s needs and the type of projects that should be considered. Comments may be given orally at the hearing or submitted in writing before **(time and date)**.

Anyone who would like more information or who wants to submit suggestions should contact **(person)**, **(title)**, **(telephone number)**. Portions of and/or a summary of the CDBG-ED Application are available for review at **(location)** during regular office hours.

(Name of City, Town or County) makes reasonable accommodation for any known disability that may interfere with a person's ability to participate in this public hearing. Persons needing an accommodation must notify **(name of contact person)** no later than **(date)** to allow adequate time to make needed arrangements. You can call **(telephone number)** or write to **(address)** to make your request known. **(If local government has access to a Telecommunication Device for the Deaf, include TDD number here.)**

SAMPLE

NOTICE FOR SECOND PUBLIC HEARING

The **(City Council, County Commissioners, or Planning Board)** will hold a public hearing on **(day)**, **(date)**, **(time)**, in the **(building)** at **(place)** for the purpose of obtaining public comments on a proposed application for a **(type of project)** project located at **(location)**, under the Montana Community Development Block Grant Program administered by the Montana Department of Commerce. At the public hearing, the proposed application will be explained, including the proposed area of the project, activities, and budget, and all interested persons will be given the opportunity to express their opinions regarding this proposed application. Testimony may be given orally at the hearing or submitted in writing before **(date)**.

Anyone who would like further information or who wants to submit comments should contact **(person)**, **(title)**, **(telephone number)**. Portions of and/or a summary of the CDBG-ED Application are available for review at **(location)** during regular office hours.

(Name of City, Town or County) makes reasonable accommodation for any known disability that may interfere with a person's ability to participate in this public hearing. Persons needing an accommodation must notify **(name of contact person)** no later than **(date)** to allow adequate time to make needed arrangements. You can call **(telephone number)** or write to **(address)** to make your request known. **(If local government has access to a Telecommunication Device for the Deaf, include TDD number here.)**