



Heritage Preservation Commission Policy #17-004

PUBLIC TESTIMONY TO THE HERITAGE PRESERVATION COMMISSION

Effective: November 02, 2017

Update: February 11, 2019

I. Purpose

This summarizes the policy of the Heritage Preservation Commission (HPC) pertaining to public testimony heard by the Commission.

By adopting policies and procedures, equitable to all, the Heritage Preservations Commission aspires to conduct efficient and effective meetings. The Heritage Preservation Commission has the authority to set policies and procedures as per Legislative Code Sec. 73.03.

The Heritage Preservation Commission endeavors to treat all with dignity and respect, regardless of their race, religion, gender, ethnicity, age, or ability.

II. Statement of Policy

Public Testimony

As a courtesy, the Heritage Preservation Commission (HPC) welcomes and encourages testimony or comments from individuals or organizations on public hearing agenda items. Testimony can be in writing to the Commission or in person at a meeting, prior to the Commissions deliberation of an application.

Written Testimony

Unique written testimony, sent directly to HPC staff prior to the meeting, will be included in the Commission packets and City HPC website.

Only testimony that includes the person's full name and address will be accepted.

Written testimony is due by 1:00pm (central time) one week prior to the meeting to be included in the Commissioner packets and on the City HPC agenda website. Written testimony received after this deadline, but by noon the day of the scheduled HPC meeting at which the agenda item is scheduled, will be presented by staff to the Commission, but will not be added to the agenda on the website. Testimony received later than noon day of the scheduled meeting will not be considered.

Multi-page testimony will be paraphrased by staff unless a boilerplate statement is provided.

All written testimony will be retained in the property file and is accessible to the general public.

Petitions

Form letters will be considered petitions.

Petitions statements will be read once, and the number of unique signatories will be announced to the HPC.

Oral Testimony

All speakers must sign in with their name and full address and shall introduce themselves to the Commissioners for the record.

Individuals who attend the HPC meeting may address the Commission once per agenda item concerning items on that agenda.

Open testimony will occur after staff and the applicant have made presentations concerning the application.

Testimony shall focus solely on the application before the Commission and shall not include general statements about other topics or areas not within the purview of the HPC such as zoning, licensing, etc.

Speakers have 2 minutes to address the Commission.

Speaker's minutes may not be transferred to another speaker.

An individual or organization may not speak if they previously submitted written testimony on the application, unless new information will be presented.

Speakers may bring visual aids to use during their testimony. (Any set-up or break-down must be within their 2 minute allotted time frame)

Anything to be handed out to the Commission during a meeting must be submitted to staff prior to the meeting.

Oral Testimony (continued)

Individuals may not subsequently address the Commissioners from the floor once their time limit has elapsed unless called upon by the Commission Chair.

Commissioners may ask questions to speakers after their allotted 2 minutes.

The Commission Chair may extend a speaker's time.

PowerPoint

Speakers may not use city equipment, such as PowerPoint, without prior submittal to staff.

PowerPoint is due by 4:00pm (central time) the day prior to the scheduled HPC meeting at which the agenda item will be heard.

PowerPoint presentations must be within the speakers 2-minute time limit.

11/06/2017

2/11/2019