



Legislation Text

File #: BC 22-029, **Version:** 1

Meeting Date: September 15, 2022

To: Members of the Planning Commission

From: Reeve Needham, Assistant City Planner

Public Hearing for Consideration of a Text Amendment Regarding Review Procedure for Work within the Historic District.

Action Requested:

The Planning Commission is asked to conduct a public hearing to gather input on a proposed Text Amendment Regarding the Review Procedure for Work within the Historic District.

Summary Report:

The applicant is the City of Northfield. The Heritage Preservation Commission (HPC) began discussions about the review procedure for work within the historic district in February 2022.

The public hearing notice was published in the Northfield News on Wednesday, August 31, 2022. A copy of the public hearing notice is attached.

The following is the procedure of the public hearing per the City Council's adopted Rules of Business:

Public Hearing Procedure:

A Public Hearing is used to solicit the public's comments on various projects or City operation procedures.

A. The Chair will open the hearing by identifying the subject.

B. Staff Presentation - staff will give a presentation on the subject.

C. Applicant's Presentation - if needed.

D. Public Input - The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.

1. The Chair will recognize a speaker and comments/conversation will be between the Chair and speaker; and between the Chair and Commissioners.

2. The speaker must give their name, address, and if representing a business, must give the name of the business or corporation. If an Attorney or consultant is representing a client, the client must be identified for the record.

3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time).

E. Questions or Clarifications from the Planning Commission - After the public input of the public hearing is completed, the Planning Commission may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held. Questions should be succinct and avoid being rhetorical or leading in nature. Subsequent actions of the Planning Commission provide for opportunities for further questions or clarifications.

F. Any material to be entered into the record shall be noted. Any written communication presented to the Planning Commission during a Planning Commission meeting shall be read into the record or summarized for the record or simply delivered to the Planning Commission, as the Planning Commission may determine. They shall then be recorded in the minutes by title and filed with the minutes.

G. Motion to Close Hearing - The Chair will state if there is an extension of time for public input into the hearing. If not, the Planning Commission will make a motion, second, and vote on closing the public hearing.

Assistant City Planner Reeve Needham will be giving a presentation on the application. The relevant background materials and information for this item are included in the agenda item immediately following the public hearing to consider action on the application. There will not be a separate staff presentation for that agenda item and there will not be separate testimony for that for the applicant or public at that time.

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A