



# Area Plan Commission Public Hearing Procedure

An AGENDA of the meeting is available at the front of the room.

~ Order of Business ~

1. READING OF PETITION BY RECORDING SECRETARY
2. COMMISSION STAFF REPORT & RECOMMENDATION
3. PRESENTATION BY PETITIONER:  
(Please sign in at the podium)

Includes:      Property Owner  
                    Contingent Purchaser  
                    Realtor  
                    Attorney  
                    Design Professional  
                    Others employed by Petitioner

Presentation limited to 30 minutes in total

4. QUESTIONS BY COMMISSION, STAFF AND THE COMMISSION'S ATTORNEY

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## DISCUSSION OPENED TO THE PUBLIC

(Please sign in at the podium)

5. PRESENTATIONS BY THOSE *IN FAVOR* OF THE PETITION

Limited to 5 minutes for each person

6. PRESENTATIONS BY THOSE *REMONSTRATING* (AGAINST THE PETITION)

Limited to 5 minutes for each person

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## DISCUSSION CLOSED TO THE PUBLIC

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7. REBUTTAL BY PETITIONER

Limited to 10 minutes in total

8. ADDITIONAL COMMENTS BY STAFF

9. QUESTIONS BY COMMISSION, STAFF AND THE COMMISSION'S ATTORNEY

10. COMMISSION RECOMMENDATION

More detailed procedures are available at the Area Plan Commission office, Room 1140, County -City Building, South Bend, IN.

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The Area Plan Commission's recommendation is forwarded to the respective County and City Councils, or the Town Boards. They will take the Commission's recommendation under advisement, conduct a public hearing, and make a final determination.

Please call the respective Council/Board office for the date and time of their public hearing:

St. Joseph County Council	235-9658
City of South Bend Common Council	235-9321
Town of Lakeville	784-8311
Town of New Carlisle	654-3733
Town of North Liberty	656-4447
Town of Osceola	674-8114
Town of Roseland	272-6485

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Indiana State law establishes that a successful vote by the Commission on an agenda item is based on a *quorum of the membership*, and not on a quorum of those members present. There are 15 Commission members. There must be 8 members present to conduct a meeting, **and**, any motion must receive at least 8 affirmative votes for passage.

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*The Commission requests that all cell phones and pagers be turned off or placed on silent /vibrate mode. Thank you for your cooperation.*

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