

Toledo City Plan Commission Uniform Hearing Procedure Policy

Effective Date: 14 May 2020

Officially and specially scheduled hearings of the Toledo City Plan Commission shall be governed by the following rules of procedure in modification of customary "Rules of Procedure."

Following applicant's "Name, Address, and Swearing In," these listed points of order will be observed by all participants:

- Applicant will hold presentation to five minutes or less. Additional time may be allotted at the call of the chair or motion of Commission.
- Commissioners will have unlimited time, at the call of the chair, to question the applicant and their support team regarding pertinent concerns with the application.
- Those supporting or opposed to the application will have not more than three minutes each to present a factual support or objection to the TMC & Staff elements of the application.
- Each commissioner will have unlimited time, at the call of the chair, to question each supporter and objector to the application. The applicant will be allowed equal time (up to three minutes) to respond to the concerns of each of those objecting to the application.
- Subsequent participants will be limited to only one opportunity to support or object to the application.
- The applicant will have not more than five minutes to give concluding support for the application
- Commissioners will have time at the call of the chair to ask any final questions or state any comments pertinent to the application.

After all testimony on the application is heard, the chair will ask for a motion from the Commission to either approve or disapprove of the application, or move any other procedural action to close or defer the application as of a date certain for the action.

NOTE: At any point during the hearing of the application, members of the Commission may, at the call of the chair, ask for explanatory points from members of the COTPC Staff.