

**Article 2: Required Steps in Processing**

**Division 4: Public Hearings**

*(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)*

**§112.0401 Procedures for Public Hearings**

- (a) Rules for Decision Makers. The City Manager shall establish rules and procedures to regulate the public hearing proceedings for Process Two, Process Three, Process Four, Process Five, Process CIP-Two and Process CIP-Five decisions consistent with the requirements set forth in this chapter.
- (b) Written Recommendation. Whenever feasible, the City Manager shall provide a written recommendation to the decision maker before each public hearing.
- (c) Record of Public Hearing. A brief written summary shall be prepared for each public hearing by a designated staff person. The public hearing shall be recorded. The written summary of the hearing shall constitute the record for any hearing for which an audio recording is not available. The audio recording, if available, the written summary, the written staff report, and any other documentary evidence submitted to the decision maker shall constitute the official record of the hearing. Any person is entitled to review the official record, including listening to or reviewing audio tapes, subject to the restrictions set forth in the City Charter, Section 215. The audio tapes shall be retained for a minimum of 6 months.

*(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)*

*(Amended 10-22-2013 by O-20309 N.S.; effective 12-12-2013.)*