



COMMUNITY DEVELOPMENT • 1140 Terex Road • Hudson, Ohio 44236 • (330) 342-1790

**DATE:** May 28, 2025  
**TO:** Members of the Planning Commission  
**FROM:** Nick Sugar, City Planner  
**C.C** Greg Hannan, Community Development Director  
**RE:** Update - Order and Rules of Public Hearings

### **Background**

On May 20, 2025, City Council approved ordinance 25-21. The ordinance will codify the order and rules of public hearings by creating Section 206.10 within the Administrative Code.

The full ordinance is attached for reference. The ordinance will go into effect on June 19<sup>th</sup>, 2025. Staff will revise the Planning Commission meeting agendas to reflect the following changes and coordinate with the Board Chair as appropriate.

### **Existing Agenda Language**

Public Hearings by the Commission will be undertaken for each case in the following order:

1. *Project Introduction and report by Staff*
2. *Application presentation*
3. *Questions of Applicant and Staff by the Commission*
4. *Hearing of Public Testimony by the Commission*
5. *Closing of Public Comment Hearing by the Commission*
6. *Follow-up/additional questions by the Commission, Staff, and Applicant*
7. *Final Applicant Comments*
8. *Discussion by the Commission*
9. *Action by the Commission*

### **Revised Agenda Language**

Public Hearings by the Commission will be undertaken for each case in the following order:

1. *Swearing in*
2. *Introduction*
3. *Initial Applicant Comments*
4. *Initial Questions from the Body*
5. *Comments from Individuals with Standing*
6. *Comments from the Public*
7. *Final Questions from the Body*
8. *Final Applicant Comments*
9. *Discussion/Action by the Body*