

COUNTY OF RIVERSIDE
TRANSPORTATION AND LAND MANAGEMENT AGENCY
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Applicant's Attendance and Expectations at Public Hearings.
(Director's Hearing, Planning Commissions, Board of Supervisors, ALUC)

Dear applicant(s):

The Planning Department has prepared some helpful tips and recommendations for applicants who are scheduled to appear before a County of Riverside Public Hearing Body. This may include, but is not limited to, Director's Hearing, Planning Commission, Board of Supervisors, Airport Land Use Commission, and other County Boards and Commissions. Please take a moment to review the recommendations and feel free to call the Planning staff if you have any questions.

Sincerely,

Ron Goldman

Applicant's Attendance and Expectations at Public Hearings

1. The applicant and/or land owner, investor, and other development team members, are expected to attend their scheduled Public Hearing meeting. If the applicant or appropriate representative can not attend the Hearing Body meeting, please contact the planner 48-hours prior to the date of the hearing.
2. In preparation for the meeting, the applicant should arrive 15 minutes early to secure a seat in the auditorium, complete a speaker request form, and resolve any final development issues with staff prior to the start of the meeting. The applicant should turn in a speaker request form to the secretary or designee of the Hearing Body.
3. **The applicant must turn off all cell phones, pagers, and other electronic devices that may disrupt the meeting and refrain from using these devices during the Public Hearing meeting.**
4. If the applicant is preparing to give a presentation, the applicant should save the presentation to a jump drive or burn a copy to CD. The presentation should be given to staff to project onto the screen for public view. The applicant should call in advance to ensure that audio visual equipment is available. If the applicant is providing written documents, the applicant should present the documents to the secretary or designee for dissemination to the Hearing Body.
5. The applicant's case number is designated by an agenda number **(for example 3.1, 3.2, 4.5, 10.2)**. The Chairperson of the Hearing Body will call out the agenda number item as well as all case numbers that are related to the public hearing item; this is an indication that your case is about to be heard. When asked, the applicant should address the Hearing Body, although a formal presentation may not be required.
6. The applicant should be prepared to answer any questions from members of the Hearing Body. It is critical that the applicant or appropriate representative is familiar enough with the project to articulate a response to the questions being asked. **Responses should be brief but cover all main points.**
7. The applicant is expected to read the Conditions of Approval (COA's) prior to the Public Hearing. The applicant will be asked if he or she agrees with the COA's and should respond by stating, **"Yes"** or **"No"**. If the response is **"No"**, the applicant should provide the specific COA number and description to the Hearing Body and be ready to discuss by offering an alternative to the COA.
8. The applicant should listen attentively to the discussion from the Hearing Body, general public, and staff, as other issues may arise regarding the case. The applicant is typically given an opportunity to respond to issues and concerns, assuming time warrants a rebuttal to questions.
9. If the applicant does not understand a particular issue, he or she should ask the Hearing Body for clarification.
10. After the conclusion of the case, the Hearing Body will make a determination on the case of **"Approval"**, **"Denial"**, **"Continued to a Specific Date"**, or **"Continued off Calendar"**, to a non-specific date.
11. The applicant should be advised that a post follow-up call or meeting may be required to resolve final matters for the case. In addition, depending on the type of planning case, the applicant or appropriate representative may be required to attend more than one Hearing Body meeting.