



**SHOSHONE COUNTY**  
700 Bank Street, Suite 25, Wallace, Idaho 83873-2348  
Phone: (208) 752-8891 Fax: (208) 556-5135  
E-mail: [pz@co.shoshone.id.us](mailto:pz@co.shoshone.id.us) or [bocc@co.shoshone.id.us](mailto:bocc@co.shoshone.id.us)

**PUBLIC HEARING PROCEDURES**  
(*SC Title 2- Boards & Commissions: 2-1(1-13)*)

Open Public Hearing: (Chairman)

Explanation of procedures, Collection of Requests for Testimony, and Sign-In forms. (Administration Staff)

Per the Agenda; introduce first case to be heard: (Chairman)

- Call for disqualification/Conflict of Interest (Chairman)
  1. Planning Administrator/Staff presents Staff Evaluation
  2. Applicant/Appellant Presentation – 20 minute limit
  3. Written Testimony-
    - All written testimony received during the notice period but prior to the hearing shall be read into the record and entered as exhibits.
  4. Testimony by Supporters – 5 minute limit
  5. Testimony by Neutrals – 5 minute limit
  6. Testimony by Opponents – 5 minute limit
  7. Rebuttal by Applicant/Appellant
    - Response only to adverse comments or questions raised by public testimony
    - No new evidence can be presented.
  8. Close Public Hearing (Chairman)
  9. Commission Deliberation
    - Each commission member's thoughts and concerns
    - Discussion of application
  10. Commission Motion
    - Approve as presented
    - Approve with conditions
    - Continuation of the Matter
    - Denial

## **RULES FOR PUBLIC HEARINGS**

1. Signature Sheet: No person shall be permitted to testify or speak before the hearing body at a public hearing unless such person has first signed his name and address to a sign-up sheet provided by the hearing body, and indicated what, if any, interest he may have and whether he lives within 300 feet of the property being considered.
2. No person shall be permitted to speak before the hearing body until such person has been recognized by the presiding officer
3. All public hearing proceedings shall be recorded electronically, and all people shall speak clearly and loudly enough to assure that the testimony is recorded clearly and correctly.
4. No person shall interrupt the speaker
5. Any speaker who has evidence of any kind shall submit that evidence to the staff to be entered into the record. Four (4) copies of each documentary or photographic item of evidence shall be provided, and shall be marked for identification purposes. (Applicant/Appellant exhibits shall be numerical, County Staff exhibits shall be alphabetical, and other public exhibits shall be marked beginning with P followed by an appropriate numerical character i.e. P1, P2, etc.)
6. People attending the public hearing shall engage in a respectful manner. Any action taken that disrupts the proceeding or endangers others may result in prompt removal.
7. Once the Chairman declares the hearing closed, no further evidence or testimony will be presented or considered.

\*ANYONE who fails to comply these rules may be asked by the Chairman to leave the hearing

## **APPEAL**

### Appeal of a Planning & Zoning Commission Decision (SC Code § 9-9-7(E.))

*Within 15 days of the Commission's decision, any applicant or "affected person" who appeared in person or in writing before the Planning & Zoning Commission may appeal the decision to the Board of County Commissioners. The appeal is submitted in writing accompanied with the appropriate fee.*

### Appeal of the Decision of the Board of County Commissioners (I.C. § 67-6521)

*Within 28 days of the Board of County Commissioner's final decision, an "affected person" may appeal to the District Court after all remedies have been exhausted under local ordinances*