

## **Community Comments**

Community Comments provides an opportunity for the public to address the City Council on City business, including agenda items. Comments regarding matters scheduled for a public hearing should be made during that hearing.

Priority is given to Spring Lake Park residents, property owners, and City business owners or operators. Others wishing to speak should contact the City Administrator in advance to arrange an opportunity at a future meeting. Anyone may submit written comments.

Community Comments is limited to 20 minutes total, with 2 minutes per speaker. Speakers must sign in with their name and address, approach the podium, and speak into the microphone. Meetings are video recorded. Each person may speak once, and speaking time may not be transferred or shared.

Community Comments is not intended for discussion or debate with the City Council. Speakers may request follow-up from City staff, who will report the outcome to the Council. The Council may also refer matters for staff review or consideration at a future meeting.

Speakers are expected to be respectful and avoid disrupting the meeting. The presiding officer may enforce time limits and maintain order. Those unable to speak due to time limits may submit written comments. Individuals requesting additional presentation time should contact the City Administrator's office in advance.

## **Public Hearings**

Public hearings provide an opportunity for the public to share comments, concerns, and questions about matters under consideration by the City Council. Hearings are intended to gather public input, not to serve as debates.

The following procedures will generally apply:

- The applicant, presenter, or City staff may have up to 10 minutes to introduce the matter. Councilmembers may ask questions.
- Each speaker is allowed three (3) minutes to comment or ask questions relevant to the hearing. Speakers are asked to limit their remarks to one opportunity unless invited to speak again.
- A designated spokesperson for a group or organization may be allowed up to five (5) minutes at the discretion of the presiding officer. Other group members may also speak but are encouraged to avoid repeating comments.
- Questions should be directed to the Council through the presiding officer, who may request responses from staff, the applicant, or others.
- Written comments received before the hearing closes will become part of the hearing record.

After receiving public testimony, the Mayor will close the hearing or continue it to a specified date if additional information is needed. The Council may then take action or defer its decision. Additional public comments will not be received unless the hearing is reopened or continued.