

FREDERICK COUNTY PLANNING COMMISSION PUBLIC HEARING PROCEDURES

General Hearing Procedures for Commission Decisions:

The Commission will proceed generally in the following manner: All persons who wish to speak or give testimony or who wish to cross-examine a witness must be sworn in. Only sworn testimony may be considered by the Commission in rendering its decision. You must give your full name and address prior to testifying or cross-examining. Once the case is called, the Commission will first hear from the staff who will present the staff report and other pertinent information. The applicant will then present its case.

Cross-Examination of Witnesses in Contested Cases:

If you would like to cross-examine a witness (staff or the applicant), please line up by the podium so that you can be recognized prior to the time the witness has been dismissed. Once the witness is dismissed, cross-examination of that witness will be deemed waived. You may not return for a second opportunity to cross-examine any witness.

Cross-examination must be in the form of question, must be brief, and must be related to the testimony of the witness. Cross-examination may not be repetitive of questions previously asked or testimony already provided. The questions may not be argumentative or preceded or accompanied by statements or speeches. Your opportunity to testify will come during the public comment portion of the hearing.

The Chair may make rulings as necessary to conduct the hearing in an efficient and orderly manner. The Chair may limit testimony and cross-examination which is cumulative, repetitive, or which is irrelevant or immaterial.

Public Comment

Please note that the public comment period is **not** the time to ask questions. Questions must be asked during cross-examination. During public comment, individuals will have 3 minutes each to speak. Representatives of recognized organizations will have 10 minutes to speak. Commission members may ask questions to clarify your testimony. Please wait until the Commission Chair thanks you before leaving the lectern. Upon conclusion of public comments the applicant will have up to five minutes for rebuttal.

Decision

Once the evidence and testimony has been submitted, and the Commission has had the opportunity to ask questions with regard to the evidence and testimony, the Commission will then discuss the case and make a decision. The Commission may also postpone the decision for reasons such as the need to receive additional information.