



4901 Manitou Road  
Tonka Bay MN 55331  
952-474-7994  
[www.cityoftonkabay.net](http://www.cityoftonkabay.net)

## **PUBLIC HEARING PROCESS**

### **WHAT IS A PUBLIC HEARING?**

A public hearing is a special meeting which allows the public to comment on proposed plans and project before elected officials make a final decision. You are given an opportunity to hear a presentation, ask questions, and make comments regarding a specific topic.

The public is welcome to testify but should prepare testimony in advance of the hearing in order to ensure their points are clearly understandable to elected officials. Please note that speakers may be asked to keep their testimony under five minutes in length if deemed necessary by the presiding official.

Written comments must be received by City Hall before noon on the Thursday prior to the scheduled public hearing. Written comments received after this deadline will be distributed to the City Council the night of the meeting. All written comments will become part of the public record.

Notice was published in the official City newspaper (Sun Sailor) as required by law. Written notice was mailed to adjacent property owners within 350 feet of the subject property.

Notice may have been sent to additional properties or interested parties based on state law requirements or at staff discretion.

Public hearing notices are also e-mailed to those who request that particular service on the City's website.

### **HOW WILL THE ITEM BE REVIEWED?**

The City Council may be reviewing multiple items at any given meeting, but public hearings receive priority and are reviewed at the beginning of the meeting as follows:

1. The Mayor will introduce the item and request staff's presentation.
2. The City Planner will present reports, analysis, and findings for consideration.
3. The applicant(s) will be provided an opportunity to comment on staff's report and provide additional information for consideration.
4. The Mayor will open the public hearing for public comments and questions.
5. The City Council will then debate the merits of the request prior to making a decision.

### **WHAT IS THE PROCEDURE FOR SPEAKING AT THE HEARING?**

1. Once the hearing is opened for public comments and questions, come to the podium.

2. State your name and address for the record
3. Provide your comments.
4. Speak clearly so that all may benefit from your remarks.

*Please note:*

1. No one may speak a second time until all others have had an opportunity to address the City Council.
2. State your name and address prior to your comments each time you speak.
3. The City Council and applicant(s) will not debate with anyone testifying at the hearing. Normally, all questions raised will be held at the end of the hearing after which staff and/or the applicant(s) will be asked to respond.

### **CITY COUNCIL DELIBERATION**

After listening to testimony from city staff, the applicant and citizens, the City Council will debate the merits of the request. In most cases, the City Council has the option to approve the request, deny the request or table the matter for further study. Tabling a matter indefinitely is not an option as State-mandated deadlines for review such applications require a decision be made or the item is automatically approved.

### **FURTHER INFORMATION**

#### **City Council Meetings:**

Second and fourth Tuesdays of the month.

#### **Meeting Agenda:**

Call City Hall or check out the website at [www.cityoftonkabay.net](http://www.cityoftonkabay.net) under "Agendas and Minutes". The agenda is posted in the afternoon on the Thursday prior to the Council meeting. You can also sign up to receive agendas through the E-mail Subscription Service on the left-hand side of the city website.

#### **Review Application:**

You can review the application, plans and staff report at City Hall during regular hours of Monday through Thursday, 7 am – 5:30 pm. Staff reports are not available until the Thursday before the meeting.

#### **Questions?**

Your local officials are committed to providing the best service possible to the community. Please contact us at 952-474-7994 during business hours. The Council's contact information can be found by clicking City Council and Agenda Packets on the left-hand side of the city website.