

SECTION 150 PUBLIC HEARINGS

150.01 GENERAL

Unless otherwise provided in this Code or by operation of state law, every public hearing required by law, ordinance or resolution to be held on any legislative or administrative matter shall be conducted in accordance with this section.

150.02 NOTICE

Every hearing shall be preceded by ten days' mailed notice to all persons entitled to notice by law, ordinance, regulation or resolution unless only notice by publication is required. The notice shall state the time, place, and purpose of the hearing. Failure to give notice or defects in the notice procedure shall not invalidate the proceedings if a good faith effort has been made to comply with this section.

150.03 HEARING

At the hearing, each party in interest shall be afforded a reasonable opportunity to be heard and to present such evidence as is relevant to the proceeding. The council may adopt rules governing the conduct of hearings, including but not limited to time limitations for presentations of evidence, records to be made, and any other matter which the Council deems necessary.

150.04 RECORD

Upon the disposition of any matter after hearing, the council shall have prepared a written summary of its findings and decisions and enter such summary in the official council minutes. Said written summary shall be prepared by the city clerk and shall accurately reflect the findings and decisions of the council. If said written summary is inaccurate in any way the council may amend, request a redraft or require any changes necessary to accurately reflect its findings and decisions prior to entering the written summary in the official council minutes.