

Chapter 16.124 PUBLIC HEARINGS

Sections:

[16.124.010](#) General regulations on public hearings.

[16.124.020](#) Transcription of testimony.

[16.124.030](#) Appearance of parties.

16.124.010 General regulations on public hearings.

A. The city shall, ~~for notification purposes~~ at applicant's expense as provided in the Annual Fee Schedule, no less than 10 days before the public hearing (1) mail notice to each taxpayer of record within 300 feet of any portion of the boundary of the proposed project; provided further, that owners of real property located within 300 feet of any portion of the boundaries of such adjacently located parcels of real property that are owned by the owner of real property proposed to be subdivided shall also be notified; and (2) post on the subject property at least two signs, one sign on each frontage abutting a public right-of-way or at the point of access to the property. The property shall remain posted until all appeal periods have expired. Signs for posting shall be provided to the applicant by the city at a cost identified in the ~~current fee schedule~~ Annual Fee Schedule. Such mailing and posting shall be evidenced by submittal of a verified statement regarding the date of mailing and date and location of posting.

B. The city clerk/treasurer or designee shall provide notice of hearing, no less than 10 days before the public hearing, in the following manner:

1. Publication of one notice in the official newspaper of the city;

2. In the case of a subdivision, the clerk/treasurer shall mail notice to any city or county whose municipal boundaries are within one mile of the proposed subdivision; to the Department of Transportation on every proposed subdivision located adjacent to the right-of-way of a state highway and to any other federal, state, or local agency as deemed appropriate by the city clerk/ treasurer.

C. All hearing notices required by this section shall include the date, time, and place of the public hearing, and a description of the location of the proposal in the form of either a vicinity location sketch or a written description, other than a legal description.

D. For those public hearings under Chapter [16.128](#) SMC, the city shall e-mail notice to known parties of interest or in the alternative mail notice in self-addressed stamped envelopes provided by known parties of interest. (Ord. 862-04 § 1; Ord. 821-03 § 2; Ord. 785-02 § 3; Ord. 630 § 2[[16.09.010](#)], 1995)

16.124.020 Transcription of testimony.

In the hearing before the ~~planning commission~~ planning board, hearing examiner or city council, all testimony, objections thereto and thereon shall be taken down by a reporter employed for that purpose, or recorded by a recording machine set up for that purpose. (Ord. 630 § 2[[16.09.020](#)], 1995)

16.124.030 Appearance of parties.

| Upon the hearing before the ~~planning commission~~ planning board, hearing examiner, or city council, any party may appear in person or be represented by agent or attorney. (Ord. 630 § 2[16.09.030], 1995)