

III. Conduct of Public Hearings and subsequent meetings

- a. Testimony at the Public Hearing and subsequent meetings will be recorded on tape and shall be available to the public. Recordings shall be held for 2 years.
- b. Minutes of the Public Hearing shall only show the names of those appearing and the position they have taken on the proposal.
- c. Attendance of petitioners or their agent at the public hearing is required. It is necessary for someone to speak regarding the item at the Public Hearing in order for the committee to complete action.
- d. All members of the public who are present at the public hearing on a conditional use permit application or zoning petition may testify at the public hearing on the proposal.
- e. Any Town official wishing to speak at a meeting may be recognized at the meeting by the Committee Chair and provided an opportunity to enjoin in the discussion as the pertinent item is discussed.
- f. When individuals wish to speak all persons wishing to speak in favor of the petition shall be heard first. All persons wishing to speak against the petition or ask questions shall be heard second. Review of Town action, staff comments and any other communication concerning the matter will be heard next. Where any comments concerning the matter have been made objecting to the petition or questions have been asked, one representative of the applicant may speak in rebuttal.
- g. All comments during the public hearing shall be directed to the Committee. No exchange between attendees is permitted. Committee members may ask questions of individuals participating in the public hearing as they speak.
- h. In accordance with Dane County Ordinance all speakers are required to fill out a Registration sheet indicating the items they are interested in, their name, their affiliation, or representations.
- i. Individual speakers are limited to no more than five minutes speaking time.
- j. All Public Hearings are considered closed upon completion of the meeting at which the hearing has been scheduled unless otherwise indicated by the Chair.

- k. Once the Public Hearing is concluded no additional oral comments to the committee will be permitted except at future meetings where the item is listed and for the following reasons:
 - 1. Members of the Committee request individuals involved in the item to respond to questions or concerns.
 - 2. The Chair determines that enough new information has been added to the discussion since the public hearing that additional time is needed. The Chair shall determine an amount of time for comments from the public with an equal amount of time being allotted to people speaking in favor and in opposition to the petition.
- l. An opponent to the conditional use permit application or zoning change petition may register as such with the Committee at the public hearing.
 - 1. Where an organization is the lead opponent of an action, that organization may designate one or more points of contact for further actions on the application or petition.
 - 2. Where multiple individuals speaking in opposition to the approval of the permit or petition, committee staff shall attempt to consolidate those individuals so that the committee has one or two primary points of contact as proceedings on the permit going forward.
- m. At subsequent work meetings where a conditional use permit application or zoning petition is discussed further, a registered opponent of the proposal may supplement the record.
 - 1. The Committee may allow limited oral testimony from the register opponent(s) at the work meeting where the proposal is discussed.
 - 2. The register opponent(s) may supplement the record by submitting written testimony at the work meeting where the proposal is discussed at the committee's discretion. If a member of the committee chooses to do so, he or she shall make a motion to enter one or more documents received into the official record.

IV. Official Record

- a. The Committee acts in a quasi-judicial capacity on applications for conditional use permits or zoning change petitions and shall make its decision based solely on the record.

b. The "record" is composed of the following sources of information:

1. All written or documentary evidence submitted to the Committee at the public hearing and received by the Chair.
2. Testimony heard by the Committee during the public hearing.
3. The Chair shall have the discretion to exclude evidence that is redundant, immaterial or irrelevant to the application. The Committee may take official notice of the Dane County Code of Ordinances and Comprehensive Plan, town ordinances and plans, the zoning and location of the subject property and geological features or other facts that are common knowledge in the county or can be verified by reference to the public record.
4. Materials submitted for inclusion in the record shall be no larger than 11 inches x 17 inches.
5. Except as authorized, information in any form which is presented outside the public hearing is not part of the record. Materials may not be submitted by e-mail for inclusion in the record.
6. Once the public hearing is concluded no additional evidence or testimony will be received into the record, except as authorized by the Chair at a future meeting where the item is listed as an item of business and there is new information or good cause for the information not to be presented at the public hearing.
7. Materials received via e-mail prior to or between meetings are not automatically entered into the record. If a member of the Committee chooses to do so, he or she shall make a motion to enter one or more of the documents received into the official record.