

Public Hearing Rules & Procedures

PUBLIC HEARING PROCESS



The City of Lake Forest Park has established the following Rules of Procedure in order to ensure fairness for all involved.

PUBLIC HEARING BEFORE THE HEARING EXAMINER

After staff performs its review of the application, a public hearing is scheduled before the Hearing Examiner. Notice of the hearing is sent to property owners within 300 feet of the subject property, published in a local newspaper, posted in several locations around the City and posted at the subject property itself.

Public hearings are set up with established rules of procedure and a published agenda.

- The applicant should be prepared to make a presentation to the Hearing Examiner that summarizes how their proposal complies with the relevant regulations. The applicant should also be prepared to answer questions from the Hearing Examiner.
- The Planning Department staff will present its report and recommendation to the Hearing Examiner.
- The public will also be provided an opportunity to comment on the proposal, either in writing or with oral testimony.
- After the Hearing Examiner receives all relevant testimony, the public hearing is closed.
- Once the hearing is closed, the Hearing Examiner will make a decision on the application based upon its compliance with the regulations.
- The Hearing Examiner uses only the application and information contained in the record to reach a decision. The decision of the Hearing Examiner is appealable to Superior Court.

Questions?

For more information, please contact the Planning Department
aplanner@cityofffp.com
206-957-2837

Access to Information

Electronic versions of all forms, permits, applications, and codes are available on the Lake Forest Park website: <http://www.cityofffp.com/>

Paper copies of all of the above are available at City Hall:
17425 Ballinger Way Northeast, Lake Forest Park, WA 98155
206-368-5440

PUBLIC HEARING RULES AND PROCEDURES

The City of Lake Forest Park has established Rules of Procedure in order to insure fairness for all involved parties.

Hearings generally follow a standard sequence of events:

1. Open the public hearing
 2. Introduction by the Hearing Examiner
 3. Direct testimony and evidence from:
 - a. Applicant
 - b. City Staff
 - c. General Public
 4. Rebuttal testimony and evidence from:
 - a. Applicant
 - b. City Staff
 - c. General Public
 5. Closing statements (Optional)
 - a. City Staff
 - b. Applicant
 6. Close public hearing
- The Hearing Examiner will explain any deviation from the standard sequence.
 - All speakers must use one of the microphones at the front of the room.
 - All speakers (except attorneys in certain circumstances) are sworn in by the Hearing Examiner. When a speaker is prepared to give testimony, they speak from the podium and need to state and spell their full name.
 - All testimony is given orally or in written form, no shaking of heads or shrugs will be recognized.
 - Speakers should try to avoid unnecessarily repetitive or irrelevant testimony. The Hearing Examiner may ask speakers to keep testimony to the subject at hand.
 - Side comments and demonstrations (applause, booing, etc.) do not contribute to a fair hearing and are strictly prohibited. Courtesy to others is the order of the day.
 - Written or graphic materials are encouraged. They may be submitted to City Staff before the hearing or to the Hearing Examiner while giving testimony. Materials submitted become permanent exhibits and cannot be returned. Two copies are encouraged for submittal.