

<h1>POLICY MANUAL</h1>	Date Adopted: March 12, 1962
Classification: BOARD OF DIRECTORS	Date Last Amended: 11/18/74; 10/21/85 03/14/83
Subject: Public Hearings	Approved By:

1. Public hearings shall be held on the regular meeting date and time of the Board of Directors in the regular meeting chambers. Such hearings shall be placed at the beginning of the meeting agenda. Should it be anticipated that attendance at said hearings exceed the available seating capacity of the regular meeting chambers or that time requirements for the subject hearing exceed the available time to conduct both regular monthly business and the subject hearing, the Board shall schedule said hearing at a time and place adequate for the anticipated needs of the hearing.

2. In the conduct of public hearings which by law require the filing of written protests, the Board of Directors shall ensure equity and fairness to all persons by application of the following policies:
 - a. All affected persons shall be provided equal consideration and notice of hearing.

 - b. All written protests, to be considered as provided by law, must be received by the Secretary of the District within the time prescribed by law and set forth in the notice of hearing. Additional time shall not be granted to secure additional written protests without a demonstration deficiency in the notice of hearing.

 - c. In determining the public support for or opposition to the activity which is the object of the noticed public hearing, the Board of Directors shall give equal consideration to the number of written protests and to the numbers of noticed persons choosing not to submit written protests, applying in the decision process the principal of majority rule.

 - d. In the conduct of public hearings in which discussions become focused on decisions that, because of their relationship to land use, bear the potential of substantially affecting the rights of property owners, the Board of Directors shall continue the "land use" portion of said hearing until notice can be provided to the affected property owners.

3. Public Notice and Information materials related to assessment districts and annexations shall conform to the following policies:

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- a. Public hearings for assessment district formation shall be preceded by three advance notices mailed to the registered property owners. The first such notice shall be mailed at least six months in advance of the proposed hearing date and shall constitute a general information letter containing a description of the project, its scheduling and estimated cost. This mailing will include a copy of the professionally prepared District brochure. The second notice, containing updated general information will be sent three months in advance of the scheduled hearing date. The third, and final mailing, will be the formal legal notice required pursuant to the Streets and Highways Code.
- b. The formal notice mailing pursuant to the Streets and Highways Code will be observed by a third party representative, such as the League of Women Voters, to acknowledge procedural completeness.
- c. Formal hearing notices returned to the District due to changes in address or ownerships shall be re-mailed along with companion notices directed to the resident or occupant of the subject residence. Such companion mailing shall notify the resident that the formal hearing notice has been mailed to the current registered owner of the property.
- d. Hearing notice envelopes will be professionally designed to enhance the likelihood of recognition and reading by the recipients. In addition, notices of mailing of the hearing notices will be provided to the Fresno Bee as a means of encouraging the broadest possible awareness of the pending project hearing.
- e. The general information insert which accompanies the final hearing notice will include a general description of the protest procedure, the lack of need for attendance at the public hearing, and the opportunity to express support for the project.