

PUBLIC HEARING PROCEDURE

Certificate of Appropriateness Committee

Any party may appear in person or by agent or attorney at the meeting. All persons addressing the committee regarding an application must be affirmed as required by North Carolina law.

- a. Any committee members having a conflict of interest make such conflict known, and are excused from hearing the application;
- b. The preservation staff presents staff comments;
- c. The applicant presents evidence in support of the application;
- d. Other persons present evidence in support of the application;
- e. Persons opposed to granting the certificate present evidence against the application;
- f. Statements or evidence submitted by any official, commission or department of the City of Raleigh, any state agency, or any local historical, preservation or neighborhood association are presented;
- g. Questions from any person regarding the application are then received;
- h. The applicant is then given the opportunity to rebut any evidence against the application (please present only new information in rebuttal — do not re-state your initial arguments in support of the application);
- i. The committee chair then summarizes the new evidence that has been presented, giving all parties an opportunity to make objections or corrections;
- j. The chair calls for a vote to close the public testimony portion of the hearing;

(Only committee members may talk during the following portions of the hearing. No further testimony is taken, unless the committee votes to reopen the hearing to the public.)

- k. The committee members will discuss the proposal with respect to its “congruity” in light of the applicable guidelines;
- l. Following discussion, the committee members will develop and adopt “Findings of Fact” that the proposal is/is not incongruous, citing applicable sections of the guidelines;
- m. Based upon the Findings of Fact, the committee members may discuss the appropriateness of imposing conditions;
- n. The committee then votes to either approve, approve subject to conditions, defer for further information, or deny the application for a Certificate of Appropriateness.