

## **PLANNING AND ZONING BOARD PUBLIC HEARING PROCEDURE**

Welcome to a public hearing of Milford's Planning and Zoning Board. We are glad that you are here and we hope to benefit from your input. We ask that all cell phones be turned off. Public hearings are based on legal requirements and generally proceed in the following manner:

1. Introduction of the agenda item by the Chair.
2. Presentation by the applicant, his/her attorney or other authorized representatives.
3. Presentation of agency/commission reviews and comments by the city planner or other consultants of which the Board has sought input.
4. Questions by members of the Board.
5. Public comment. (If you have previously submitted written material a copy has been furnished to the Board members.) If you are bringing written information this evening submit it to the recording secretary.

The following procedure will be followed when presenting your comments.

- Approach the podium
- Clearly state your name and address, spelling your name
- Address all comments to the Commission
- If your comments have been previously presented, please refrain from repeating; rather state that you are in agreement with ....
- State your comments in as clear and succinct a manner as possible
- Keep your comments to under 3 minutes

The Chair will ask for comments first from those in favor and then from those speaking against the proposal. Following the public input the applicant's representatives have the opportunity for rebuttal. **Only those comments previously presented can be addressed (rebutted) by any party.** Only those who previously spoke, again giving name and address, has an opportunity to respond to the rebuttal of the applicant. The applicant then can rebut the rebuttal.

The Board will be given the opportunity for further questions before the public hearing is closed.

Once the public hearing is closed, no further information can be received by the Board. Generally there is no decision made the evening of the public hearing. The Board will deliberate upon the application at its next meeting.

Occasionally a public hearing will be kept open for the purpose of receiving specific information requested by the Board. In this instance only the information requested can be discussed at the continuance.

Your involvement in the public hearing process is much appreciated and is very helpful in facilitating good decisions that affect the future of Milford. We thank you for your participation.