

Woodstock Planning & Zoning Commission's Guide to a Public Hearing

Details about Public Hearings:

1. All Public Hearings hosted by the Planning & Zoning Commission are open to anyone and are conducted at public meetings.
2. Certain applications require public hearings by Connecticut state statute and others are at the discretion of the PZC.
3. All materials submitted during the public hearing, unless designated confidential for specific limited reasons, are available for the public to review. Please contact town staff to see them or with questions outside of a public hearing.
4. All documents and information relevant to an application MUST be submitted during the Public Hearing via staff, the Town Hall or directly at the Public Hearing. NO new information can be accepted after the close of the public hearing.

How to submit information, ask questions about an application during a public hearing?

1. Interested or concerned members of the public may submit written comments, concerns or questions via the Land Use Department or email to staff, submit directly at the public hearing and/or may speak during the public hearing.
2. ***Please do not*** email or post mail information to a PZC member or speak to them directly outside of the public hearing about a pending application, as it jeopardizes the process and may raise concerns relative to the Freedom of Information Act.

How the Hearing works:

1. The PZC Chairman will open the hearing, the applicant will speak and present the application, staff and Commission will discuss the application and ask applicant or staff questions. After this has occurred the PZC Chairman will open the hearing to the public and allow members of the public to speak.
 - a. Members of the public should speak one at a time, directing questions to the Commission not at the applicant.
 - b. Limit themselves to 3-5 minutes, as directed by the Chairman, so everyone gets a chance to speak. If a member of the public wishes to speak again, they must wait until everyone else has spoken and may only bring up new information to allow time for everyone to speak.
 - c. If someone agrees with a previous person who spoke but doesn't have anything new to add, they are encouraged to simply state they agree with whichever previous statements were made to ensure everyone has time to speak.
 - d. The applicant will be given the opportunity to respond to questions and comments brought up by the public, Commission members and staff.
 - e. The applicant, Commission and staff do not have a time limit on how long they can speak.
2. The Hearing must be conducted according to the deadlines set by statute. The hearing may be extended with a written and signed extension request from the applicant.