

# ZLR Committee Procedures on Public Testimony

## Prior to the public hearing

- Public notices are sent out to neighbors within a minimum of 350 feet of the rezone/CUP area, one month in advance of meeting. Neighbors are instructed to send in written information one week prior to the public hearing.
- All emails and letters received will be placed into Legistar up to 24 hours in advance of the public hearing.
- Emails and letters received less than 24 hours prior to the meeting will be collected and emailed to the Committee member at 3:30pm, the day of the meeting. The information will be added to Legistar the next day after the conclusion of the meeting.
- Public hearings are considered closed at the conclusion of the meeting.

## After the public hearing

- No future oral testimony will be taken, unless:
  - Members of the Committee require a response from persons involved
  - The Chair determines that enough new information has been added to warrant an additional public hearing.
  - There are unresolved issues, the Committee may allow limited oral testimony through a motion.
- Future emails and letters received will be collected and emailed to the Committee members at 3:30pm, the day of the meeting (not added to Legistar).
  - The person providing testimony will be notified that the public hearing is closed and it is the discretion of the Committee whether or not to accept the testimony. Their information will be forwarded to Committee members.
  - If a Committee member chooses, they can move to add the additional testimony into Legistar (official record).

## Official Record

- Written testimony received prior to and during the public hearing.
- Staff reports including reports from other agencies.
- At the Committee's discretion, written testimony after the public testimony.
- Information required by the Committee to address concerns or questions.
- The Chair has the discretion to exclude evidence that is irrelevant to the application.
- Common knowledge items such as the entire zoning ordinance, comprehensive plan, town plans, and the dictionary may be excluded from the public record.
- Materials submitted for inclusion shall be no larger than 11x17.