

Wilton Planning Board-Meeting/Hearing Rules Feb 2020

The Board welcomes everyone to the meeting of the Wilton Planning Board. If this is a meeting which will include a hearing, some special provision will apply and are listed below. While we value the input of every interested person, we must limit the comment period in order to conduct business in a timely fashion.

Meeting Schedule and Format

Meetings are held the 1st & 3rd Thursday of each month at 7PM in the lower level of the Town Office at 158 Weld Rd as business need requires. The Planning Board consists of 7 members and 2 alternate members, a quorum for a meeting shall consist of 4 members or alternates present.

Meeting Agenda is prepared by Code Enforcement Officer and is posted on the board in the lobby of the Town Office a week prior to the meeting. An agenda for a meeting that will have public hearing will be advertised 7 days prior in a publication that has general circulation in the Town of Wilton. Chair may change the order of business for the current meeting upon a majority vote of the Board.

All meetings shall be conducted in such a manner as to be completed within two and on half hours of commencement. The Planning Board by unanimous consent, may decide to extend a meeting but, only at the point where the meeting can be concluded within another hour. Any action after that point requires a tabling or postponing order.

Public Participation

All comments to the Board and from the Board shall be made through the Chair.

During Regular Meetings Public participation is allowed at the discretion of the Chair, but only after introduction of an agenda item and appropriate motions with time for explanation and Board member questions. The public may be allowed to comment, but during that period, the public may address that agenda item only and each participant shall be limited to 2 minutes. Each participant may address the Board only one time unless requested by the Chair to comment further, and the Chair may limit time for comments to no more than 10 minutes in total on any one agenda item. A member of the public who wishes to comment on an item not on the agenda may be allowed to speak during the "Other Business" portion of the agenda.

During Workshops The attending public may not participate unless the Chair allows or requests such comment.

During Site Visits This is a special meeting in all respects except that the public is not allowed to participate directly. The public is allowed to be present, but any public comments will only be accepted at the discretion of the Planning Board Chair Person.

During Public Hearings The attending public may speak only in accordance with the specific rules set up for hearings.

- The public must comment only when specifically allowed. The Chair shall emphasize that no decisions are made during the hearing and the process may not conclude during the regular portion of the current meeting. Finally, the Chair will state that order must be maintained and is required of all participants.
- There will be a call by the Chair to open a specific hearing with agenda item followed by a call for a presentation by the Applicant or Representative of attorney and witnesses without interruption. Then general questions may be asked through the Chair to the applicant by Board members and people who will be directly affected by the project (i.e. abutters). Then requests for more detailed information on the evidence presented by the applicant will allowed by the same parties.
- Next there will be a call for presentations by abutters or others including their attorneys and witnesses, who will be directly affected by the project.
- Then questions through the Chair, by the applicant and Board members to the people directly affected and the witnesses who made presentations will be allowed.
- Next there may be rebuttal statements by any of the people who testified previously.
- Following that, comments or questions by other interested people in the audience will be entertained. Comments will be limited in the same fashion as for regular meetings which is 2 minutes per person and 10 minutes overall.
- The public hearing portion of the meeting will be closed at the end of the public comment by the Chair.

It is important that respect for each person be considered. There will be opposing views and opinions and all will be considered without impunity. All persons speaking within the guidelines delineated herein will be treated with respect and allowed to complete their statement or viewpoint. Any individual who speaks out of turn or in such a manner as to be considered unruly by the Chair, may be warned and then removed if the situation creates a disruption of conduct of the Board business.