
**DEPARTMENT OF PUBLIC WORKS & DEVELOPMENT SERVICES
PLANNING DIVISION
INTEROFFICE MEMORANDUM**

TO: MEMBERS OF THE PUBLIC
FROM: SHANNON RUTHERFORD, P.E.
SUBJECT: ONLINE MEETING PROCEDURES
DATE: ALL LAND USE MEETINGS

Farmington land use meetings are held via Zoom. Access to the meetings can be found on the agendas. All agendas are located on the town calendar: <https://www.farmington-ct.org/about-farmington/calendar-meetings>

Application documents are posted online under each land use commission:
<https://www.farmington-ct.org/government>

General Information:

All meetings are open to the public to view, however unless there is a Public Hearing, members of the public are not afforded the opportunity to speak.

New Business, Old Business, Planner's Report, Minutes, etc. are part of the Public Meeting, but do not include an opportunity for Public Comment.

Public Hearings provide an opportunity for Public Comment.

PLEASE mute your microphone if you are not actively talking for the presentation and / or commenting / asking questions.

PLEASE announce yourself each time you speak, so it is clear who is speaking.

Meeting Procedure:

1. The staff liaison will confirm attendance of the commission membership.
2. The Chair will open the meeting and the legal notice will be read into the record.
3. The meeting will proceed in the order of the agenda. The Commission will vote on each matter as it is discussed unless the Commission votes to table or continue the matter.
4. Public Hearing agenda items will proceed as follows:
 - a. The applicant will present their information to the Commission.
 - b. The Commission will ask questions of the applicant. This will proceed in an orderly manner led by the Chair. The applicant will address questions as asked, if applicable.
 - c. Public Comment will then open on the application.

- i. The Public will be asked to 'raise their hand' using the feature in zoom. If you have called into the meeting you may use *9 to raise and lower your hand. <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>
 - ii. Once called upon, you will be asked to unmute your microphone, state your name and address for the record and address the Commission with any questions or comments you may have regarding the application.
 - iii. Typically, all public questions and comments are received and then the applicant will respond at the end, unless it is a matter of a quick clarification.
 - iv. Written comments received prior to the start of the meeting will be entered into the record by being displayed on the screen, the author identified and noting if the correspondence is in favor or opposition to the application. Correspondence shall be filed with the application, and Commissioners are provided copies of all correspondence along with the application package prior to the meeting.
 - v. The applicant will be given the opportunity to respond to public questions and comments.
- d. The Commission may choose to ask additional questions, may vote to continue the matter to the next meeting if additional data is needed, or may choose to close the hearing if they feel they have sufficient information and there are no outstanding responses needed.
 - e. Once the public hearing is closed the commission may choose to vote on the matter that same evening or may choose to vote at a subsequent meeting. Once the hearing is closed the commission may not receive any additional information from the applicant nor may they receive additional public comment.

Meeting minutes are typically available online within 5 business days of the meeting. The meeting recording is typically posted online within 3 business days of the meeting.