

PUBLIC HEARING INFORMATION GUIDE

Overview:

The Town of Cornwall Planning and Zoning Commission (P&Z) routinely holds public hearings to obtain public input on proposed projects; however, not all applications require a public hearing.

A special permit/special exception application will always require a public hearing in accordance with [Connecticut General Statutes Chapter 124, Sect 8-3\(c\)](#).

Notice of Public Hearings:

You can receive notice of a public hearing in several ways:

- Two public ads will be placed in a local newspaper having substantial circulation pursuant to [Connecticut General Statutes Chapter 124 Section 8-\(3\)a](#).
- By monitoring meeting agendas which are posted on the Town's Planning and Zoning department webpage via <https://cornwallct.org/category/town-of-cornwall/minutes-agendas/planning-zoning/>. **Regular P&Z meetings are held on the second Tuesday of the month in person at the Cornwall Library, 30 Pine Street, Cornwall, CT 06753.**
- Neighbor notices will be sent by certified mail to adjacent property owners of the subject property no later than fourteen (14) days before the hearing.

Providing Comments to the Planning and Zoning Commission:

Once a public hearing has been scheduled you can participate in two ways: by submitting written testimony to the Commission and by speaking during the public hearing.

Written Testimony

You can submit comments on the application to the Planning and Zoning Commission via email to landuse@cornwallct.gov. If you prefer to provide a paper copy, you may drop comments at Land-use Office (Town Hall Annex):

The Town of Cornwall
c/o the Planning and Zoning Commission- Back Annex Building
26 Pine Street
PO Box 97
Cornwall, CT 06753

- When submitting comments, be sure to reference the project name and/or location and keep in mind the role of the Planning and Zoning Commission.
- All comments on an application **must be received after the application has been received formally by the Commission at a regular meeting as well as before the close of the public hearing to be considered.**
- To give the Commission time to review your comments, we recommend submitting them in writing prior to the opening of the public hearing.

Oral Presentation

You may choose to address the Commission directly as a part of public testimony during the public hearing. If you have also submitted written testimony, you are encouraged to summarize your testimony and not read it verbatim. You will be asked to identify yourself as a part of the public record.

Order or Presentations/Speakers during Public Hearing:

- 1. Applicant.** Public hearings will generally start with a presentation from the applicant, followed by questions from the Commissioners.
- 2. Staff/Consultants.** Staff may prepare a brief presentation evaluating the application and/or ask follow up questions to the applicant after their presentation. If the Commission has retained outside consultants to assist in review of the application, they may also be called upon at this time.
- 3. Public Comment.** For applications where a significant number of speakers are anticipated, the Commission may use a sign-up sheet to determine speaking order. The Commission may also limit public comments to a specified amount of time (eg such as three minutes per speaker). All those wishing to speak will be given a chance to speak before cycling through to revisit individuals that have already spoken.

Guidelines for the Public Hearing:

- The purpose of a public hearing is to receive relevant information about a proposed application from the applicant and the public.
- All are entitled to be heard, subject to reasonable rules of procedure.
- Order and decorum shall be maintained at all times during the hearing.
- The Commission reserves the right to adjourn the hearing to another date and time if the discussion becomes unruly and unmanageable.

When Addressing the Commission:

- State your name, address, and any party, group, or organization you represent, if any for the record before beginning your comments
- Limit your comments to the subject of the public hearing and comments germane to planning and zoning's jurisdiction
- Summarize reports and letters rather than reading them aloud as written information is copied and distributed to members
- Direct all questions and comments to the Chair
- Do not attempt to engage in dialogue with members of the Commission, staff, or any other parties to the hearing
- Speak clearly to ensure your comments are audible to the members of the public and the recording secretary
- Commission members may ask questions of anyone providing testimony, but will not discuss the relative merits of the application until the hearing is closed
- Failure to adhere by these policies and procedures may result in a dismissal from the hearing.