

Planning Board Policy on Applicant Requests for Deferrals/Continuations of Public Hearings – Adopted January 14, 2019

Applicants (and/or their representatives) must make requests to continue a scheduled public hearing in a timely manner.

- a) If such a request is received by the Office of the Planning & Conservation Department at least 72 hours (exclude weekends and Town Hall recognized holidays), the Planning Board will grant the continuation without the applicant or their representative being present.
- b) If such a request is received by the Office of the Planning & Conservation Department less than 72 hours (excluding weekends and Town Hall recognized holidays), the Planning Board will consider the request at the scheduled time of the public hearing but the applicant and/or their representative must be present. If the Board denies the request, the public hearing will proceed as scheduled and the Board will reconsider the request after the public hearing has been reopened and persons present for the hearing are given an opportunity to comment on the subject of the public hearing.
- c) Whenever such a request is received by the Office of the Planning & Conservation staff, the staff will make reasonable efforts to provide public notice of the request and how it relates to this policy. These efforts will entail, as time and resources permit, posting of the request on the Town's website's calendar and agenda pages, emailing the various departments that are notified of applications for review, and mailing of notices to the certified abutters by regular mail.