Planning Board Public Meeting Procedures

Welcome to the Westwood Planning Board meeting! All meetings are video recorded by Westwood Media Center, if anyone else wishes to record the meeting please identify yourself so the audience is aware. As a friendly reminder, please turn off your cell phone ringers. The meeting will be civil and all people will be treated respectfully. The format of the meeting will be when an item is called the applicant will come forward to the podium to present their application to the Board, the Board will proceed to staff comments, the Board members will ask questions of the applicant. For public hearing items, the public will be given an opportunity to comment. Items not requiring a public hearing, the opportunity for public comment will be at the discretion of the Board. When it is time for the public comment period, the Chair will call those wishing to speak to the podium to use the microphone, once at the podium, please identify yourself by stating your name and address for the record. Please direct all comments and questions through the Chair. All people will be given the opportunity to speak, but in the interest of time and fairness, repetitive or off-topic comments may be cut short.

Format Outline for each Agenda Item:

1. Chair reads agenda item.
2. Chair invites applicant to podium to summarize application.
3. Chair will seek comments from Town Staff and the Board's consultants.
4. Chair asks if any board members have questions for the applicant.
5. Chair will seek comments from the public.
6. Chair will provide opportunity for applicant to respond to any questions or give closing remarks.
7. Chair will ask Board members for any further discussion on matter.
8. Chair will entertain a motion to close or continue the public hearing *(if a hearing).*
9. Chair will entertain motion on the application.
10. Repeat steps 1-9 until all agenda items completed.

Thank you for coming to our meeting!

Westwood Planning Board

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