# 701 Planning and Preparation

All public hearings must be hybrid with the ability for anyone to participate in person or virtually. For the in-person hearing, the typical format starts with an open-house where the public can view display materials at their own pace and have informal conversations with the project team. The open house is then followed by formal proceedings with a presentation (live or voiced over) and an opportunity to comment. The virtual component includes a broadcast of the presentation with a formal comment period. Planning and preparation follows a multi-step process as noted below.



All public hearings are required to have an in-person and interactive virtual component. These do not have to be held at the same time.

# Hearing Checklist

Use a hearing checklist to ensure all hearing details are considered. A sample checklist is provided at this link and can be used to organize the activities related to planning for a public

hearing and ensuring notifications are completed and distributed within the required time frames.

### **General Planning**

- · Determine hearing date and location
- Prepare room layout plan
- Fill out hearing checklist

## **Notify and Finalize**

- Distribute Notifications
- Finalize display boards, presentation. videos, and other meeting materials

**Public** Hearing

# **Post-Hearing**

- Document
- Respond to comments

1-2 Weeks After

12-16 Weeks Prior

6-12 Weeks Prior

1-4 Weeks Prior

## Production

- Prepare mailing list
- Prepare and finalize notifications
- Prepare draft display boards, presentation, videos, and other meeting materials

1 Week Prior

- · Print/Plot all hearing materials
- Conduct rehearsal for virtual hearing

# **Final Details**