601 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.

General Planning

- · Determine hearing date and location
- Prepare room layout plan

12-16 Weeks Prior

 Fill out hearing checklist



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.

Notify and Finalize

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

Post-Hearing Public

- Document
- · Respond to comments

Hearing

1-2 Weeks After

6-12 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

Final Details

- virtual hearing