

**NEWINGTON
TOWN PLAN AND ZONING COMMISSION
By-Laws and Rules of Procedure**

The Commission shall be directed and guided in its deliberations in accordance with the following procedures.

1.1 Officers.

The Officers of the Town Plan and Zoning Commission shall be: Chairperson, Vice-Chairperson and Secretary. The Chairperson shall have the duties normally conferred by parliamentary usage. The Vice-Chairperson shall act for the Chairperson in his absence except where prohibited by statute. The Secretary shall keep the minutes and records of the Commission (assisted by the Town Planner and other Staff) and shall read communications, rules of procedure of meetings, and petitions into the record. Nomination of officers shall be made from the floor at the annual organizational meeting held on the second Wednesday of December each year. Election shall follow immediately thereafter. Vacancies in office shall be filled by a similar nomination and election procedure.

1.2 Regular Meetings

The regular meetings of the Commission shall be held on the second and fourth Wednesdays of each month at 7:00 PM in the Town Hall, unless specifically varied by vote of the Commission.

1.3 Public Hearings

Public hearings shall be held by the Commission at the regular meeting provided any such hearings are scheduled and pending.

1.4 Special Meetings

Special meetings may be called by the Chairperson of the Commission or upon petition of any three members of the Commission. Notice of such meeting shall be prepared by the Town Planner and sent electronically or served personally upon each member of the Commission or at his usual place of abode not less than 24 hours before the time of said meeting. Said notice shall state the time, place, type (electronic, in person or hybrid) and purpose of said meeting. Notice to be filed with Town Clerk 24 hours in advance.

1.5 Public Participation at Meetings

Public participation relative to planning and zoning matters in general shall be allowed at each meeting at that point in the Agenda provided therefore.

Members of the public, applicants and petitioners shall not otherwise take part in Commission meetings unless specifically permitted to do so by the Chairperson.

1.6 Order of Business

The order of business at all regular meetings shall be as follows:

- Roll Call
- Approval of Agenda
- Public Participation for items not listed on the agenda (each speaker is limited to two minutes)
- Zoning Enforcement Report
- Remarks by Commissioners
- Public Hearings
- Minutes of Preceding Meetings
- New Business
- Old Business
- Petitions Received for Scheduling
- Town Planner Report
- Communications
- Public Participation for items not listed on the agenda (each speaker is limited to two minutes)
- Remarks by Commissioners
- Closing Remarks by the Chairperson
- Adjournment

It shall be within the discretion of the Chairperson whether the order of the business should be varied slightly, provided the Commission consents to any such variance by a majority vote.

1.7 Attendance

Members who are not able to attend a regular meeting shall notify the Chairperson of their impending absence and of their preference relative to replacement by an alternate at least five days before such meeting, unless such absence is unplanned because it is caused by sudden personal illness or urgent personal business, whereupon members shall advise the Chairperson as soon as it is practicable.

1.8 Agenda

The Agenda for regular meetings shall be prepared by the Town Planner and emailed to the members of the Commission along with

minutes of the previous meeting, if not already distributed, no later than 5 days prior to the meeting date. The Agenda shall also be made available to the members of the press, the Mayor, the Chairperson of the Conservation Commission, the Chairperson of the Parks and Recreation Commission, and the Chairperson of the Development Commission not later than 4 days prior to the meeting date.

All items for inclusion in the Agenda must be submitted to the Town Planner at least 14 days prior to a regular meeting in order for the matter to be considered at such meeting. In order for any item to be placed on the Agenda, all information relating thereto as required herein shall be filed at least 14 days prior to the regular meeting.

Additional agenda items that are not submitted to the Town Planner within the prescribed 14-day period may be added to the agenda no less than 7 days prior to the next regularly scheduled meeting. A Town Plan and Zoning Commission member, staff person (Town Manager, Town Planner, Town Engineer, Zoning Administrator) must make a request to the Chairperson stating the reasons for the agenda addition. If the Chairperson finds the application is of an emergency nature or if the interests of the town will be clearly served by immediately scheduling, the Chairperson may approve the request.

Additional Agenda items may be considered if they are of an emergency nature or if the interests of the Town will be clearly served by their immediate consideration, provided the acceptance of such additional item for the Agenda is approved by not less than 5 affirmative votes of the Commission.

1.9 Voting

A roll call shall be taken if called for, in all votes of the Commission. A roll call, when taken, shall be in alphabetical order, provided the Chairperson may vote last.

1.10 Executive Sessions

A meeting may be adjourned to executive session upon completion of the Agenda by two-thirds vote of the Commissioners in attendance. No vote shall be taken in executive session. Any motion to adjourn to executive session shall contain the reason or reasons therefore and the subject matter of the session shall be limited to such reason or reasons. Discussions in executive sessions shall be limited to matters which are allowed by CGS 1-200 (6), inclusive, as amended.

1.11 Order and Decorum

The proceedings of the Commission shall be conducted in an informal manner, provided order and decorum can be maintained. If he feels it is necessary, the Chairperson, in order to preserve good order and decorum at any meeting, may invoke the use of Roberts Rules of Order which shall then be followed for the duration of such meeting except where inconsistent with these rules.

1.12 Field Inspections

Members shall make field inspections as they deem necessary at times when it is individually convenient. The Chairperson may arrange for a field inspection to be attended by all available Commissioners if he deems it necessary or advisable.

1.15 Procedures for Public Hearings

The order of proceedings at public hearings shall be as follows.

- A. Convening by Chairperson
- B. Reading of the notice by the Commission Secretary or a Commissioner designated by the Chairperson to act in his stead.
- C. Presentation by applicant.
- D. Town Planner report on the application.
- E. Persons wishing to speak in favor of the application (limited to 2 minutes per person).
- F. Persons wishing to speak in opposition to the application (limited to 2 minutes per person).
- G. Rebuttal by the applicant (limited to 5 minutes total).

During a public hearing it shall be within the discretion of the Chairperson whether the time limitations should be varied slightly, provided the Commission consents to any such variance by a majority vote.

1.16 Time of Adjournment

Commission meetings shall adjourn by 11 p.m. Extending a Commission meeting beyond 11 p. m. shall require an affirmative vote by a majority of the members of the Commission present and voting. All applicants are on notice that any item not completed by 11 p.m. or

not reached by 11 p.m. may be postponed and rescheduled at the Commission's discretion.

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