

## 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 using GoTo Webinar 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.

