

Memo

To: Burgess and Commissioners
From: Susan Hauver, Planning and Zoning Administrator
Date: 3/13/2024
Re: Public hearing on Draft Comprehensive Plan

These were the “ground rules” for the Planning Commission public hearing on the Comprehensive Plan, with revisions as appropriate for your hearing to be held on March 27:

- Doors will open at 6:30 pm.
- Anyone planning to offer public comment must sign up on the sign-up sheet at the door.
- Seats in the meeting room will be filled on a first-come, first-served basis. Overflow seating will be available upstairs. Speakers will be called in both rooms and given time to proceed to the hearing room.
- Individual speakers will be given 5 minutes to speak, and recognized organizations and corporations will be given 10 minutes. Teams representing one property owner will be given 10 minutes, regardless of the size of the team.
- Written comments will be accepted up until the hearing. Comments received by Friday, March 22, 2024 will be forwarded to the Planning Commission members in advance of the hearing. After that date, written comments will be forwarded to the Commission members the day of the hearing.
- Written comments can be emailed to publichearing@walkersvillemd.gov or dropped off at Town Hall. If mailed, they must be received by March 27, 2024. The mailing address is: Town of Walkersville, P.O. Box 249, Walkersville, MD 21793.