



CITY OF NEWBURYPORT CONSERVATION COMMISSION

Continuance of Public Meetings and Hearings Policy

Adopted October 21, 2008

This document defines the policy adopted by the Newburyport Conservation Commission regarding the continuance of public meetings or hearings for all applications including Notices of Intent (NOIs), Requests for Determination of Applicability (RDAs), and Abbreviated Notices of Resource Delineation (ANRADs).

In order for the Commission to grant a continuance, the Commission or its administrator must receive a request for continuance either by:

- Verbal request at a public meeting, or;
- Notification in writing, stating the requested hearing date (e-mail is acceptable) no less than one day before the hearing.

If the applicant or representative does *not* appear at a scheduled hearing and did not request a continuance, the Commission may elect to:

- Close the hearing, or;
- Continue the hearing to another date of its choosing.

The Commission may decide to take the following action for public meetings or hearings that have been continued for three months or more *or* have been continued four or more consecutive times by the applicant without appearing at a meeting or hearing with new information:*

- Close the hearing, or;
- Require that the applicant re-notify abutters and publish a new notice in the Newburyport Daily News at the applicant's expense.

* "New information" is that which is deemed necessary by the Commission to make an informed decision on the application.