

Planning Department  
Zoning Department



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## **PROCEDURE FOR PUBLIC COMMENT**

Public comment is a very important part of the Planning Board's proceedings. Opportunities to comment occur during Planning Board meetings which follow a formal agenda. Public comment is invited on two occasions during the meeting:

- After the opening formalities, the public is invited to make initial brief comments on public issues and concerns for matters that are not listed on the agenda. Comments are limited to five (5) minutes, unless otherwise instructed.
- Public hearings occur during the meeting and at that time comments from members of the audience are accepted on those specific matters which have been published previously.

When addressing the Board, the Board requests that the public observe the following procedures to ensure that every citizen is treated courteously and has an opportunity to speak:

- Raise your hand or stand up if you would like to speak, and wait for recognition by the Chair or presiding officer.
- Come forward to the podium when you speak.
- State your name and address for the official record before directing your question or comment to the Chair or presiding officer.