PLANNING BOARD WRITTEN SUBMISSION POLICY

Planning Board members defined these guidelines for written submissions on June 19, 2014.

These new guidelines require letters and emails to the board be submitted no later than noon the Friday before the Planning Board meeting.

Written submissions must be signed, dated and pages numbered.

The guidelines apply to comments intended to be included as part of the record for a public hearing.

Written comments will be posted on the town web page on the Monday prior to the meeting and will be available for review at the Code Office and at the meeting.

PLANNING BOARD POLICY FOR PRESENTING LIVE TESTAMONY

Residents who chose to address the Planning Board during public hearings will not be allowed to simply read a previously submitted letter(s), or one written by another person.

Those speaking at a public hearing may reference a submitted letter or points contained in the document as long as it is not read word-for-word.

Speakers will be limited to three minutes.

PowerPoint presentations by members of the public are allowed but are also limited to 3 minutes with the exceptions allowed by the Board for an applicant or attorney for either side. Anyone wishing to do so should make plans well in advance to ensure equipment is compatible.