

**Draft (1) 04192024**

**To be discussed at 4/30/2024 meeting. Vote expected.**

### **Planning Board Meeting Management**

The standard form of meeting will be in person for Planning Board members unless traveling or other reasonable circumstance, and Hybrid for the applicants and public.

The Chair will set the agenda for each meeting. Members of the Board may suggest agenda items to the Chair. The Board will consider topics as guided by the work plan for the year.

Agendas will include a 10 minute public comment period at the beginning of each meeting.

During the public comment period, each speaker must be recognized by the Chair before speaking. Each speaker may speak once and is limited to two minutes.

Written comments may also be emailed to the Director of Planning @ [vaughnp@lincolntown.org](mailto:vaughnp@lincolntown.org).

Written comments received by Thursday noon prior to the next Tuesday meeting will be distributed to the Planning Board.

### **Public Comment for Specific Agenda items –**

1. Hearings: A formal public comment period for interested parties (abutters who have received notice) will be solicited by the Chair after presentation by the applicant and preliminary discussion by the Board.
2. General Interest Topics: Public comments for general interest topics will be solicited by the Chair during the meeting's initial public comment period. General interest topics such as potential change for town wide lighting or tree removal would fall into this category. If a subcommittee is appointed for a general interest topic, the Chair of the subcommittee will determine the public comment policy during their meetings. Other opportunities for public comment will be public forums and public hearings.
3. Business: Business items including liaison reports and minutes have no public comments.

Please note the Board cannot discuss items that are not listed on the agenda.

Agenda items will be discussed as they appear on the agenda and not within the public comment period.