

Planning Board Public Comment Policy

Schedule and Agendas

The Planning Board's regular schedule of meetings will be the second and fourth Tuesday of the month at 7:00 pm. The standard form of meeting will be a Hybrid format. All Planning Board members are expected to attend in person unless traveling or other reasonable circumstance. Applicants and the public are welcome to attend in person or via zoom.

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. Any suggested agenda items must be received by the Chair one week prior to the meeting.

An agenda item suggested by members of the public may be placed on a future agenda at the discretion of the Chair.

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

Public Comment

Agendas will include a 10-minute General Public Comment period at the beginning of each meeting. The public comment period may be extended at the discretion of the Chair.

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

Written comments are acceptable and should be emailed to the Director of Planning vaughnp@lincolntown.org. Written comments received by Planning Staff by Thursday noon prior to the next Tuesday meeting will be distributed to the Planning Board. Comments received later than the deadline will be forwarded to the Board on a best effort basis. When submitting comments keep in mind that board members may not have time to read comments that are not received prior to the start of the weekend.

Public Comment for Specific Agenda Items

1. General Public Comment Period: Public comments for general interest topics will be solicited by the Chair during the meeting's initial public comment period. Prior to the commencement of the general public comment session, the Director or Chair will identify the sender and the general content of any written comments received and distributed to the Planning Board members.
2. Applications/Hearings: The process for a Planning Board application is the following: The Planning staff gives a report, the applicant has an opportunity to present any additional information to the Board and then Planning Board members have an opportunity to ask questions and discuss the matter. This is followed by a public comment period for interested

parties (abutters who have received notice) which will be solicited by the Chair. The Board then votes on the application. This process may be completed in one or several meetings.

3. Proposed changes to policies or other non-application planning agenda items: Public comment will be taken during the General Public Comment period. At the Chair's discretion, further public comment may be given after the Planning Board's discussion and prior to a vote.
4. Proposed changes to the Zoning Bylaw: The Planning Board will solicit public comment during a schedule of meetings, public forums, and public hearings. A typical process to propose a zoning amendment is a year long process with multiple opportunities for public input. All Zoning Bylaw changes have a public hearing, as required by law.
5. Business: Business items including liaison reports and minutes have no public comments.

If a subcommittee is appointed, the public comment policy shall be the same as the Planning Board policy. Other opportunities for public comment will include public forums and other community outreach meetings.

To facilitate public input, the Director of Planning or the Chair shall make reasonable efforts to post to the Planning Board and/or Planning Department webpage, a draft of any proposed policy, regulation, or zoning change prior to the meeting at which it will be discussed.

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

Adopted by vote of the Planning Board 05/14/2024