



## TOWN OF BURKITTVILLE

### Guidelines for Public Participation Burkittsville Planning & Zoning Commission Meetings

#### **PUBLIC COMMENT PROCEDURES**

- Two types of public comment will be accepted: Written and verbal/in-person.
- Those who wish to offer public comment must meet the following criteria:
  - Be a resident or property owner within the Town of Burkittsville.
  - Serve as legal counsel for a Town resident or property owner.
- Speakers are required to state the following information when speaking at the meeting or in submitting a written statement: name, address, and community stakeholder affiliation.
- Community members who wish to speak at the meeting must sign-up in advance by sending a request to: [jmarshallburkittsvillepnz@gmail.com](mailto:jmarshallburkittsvillepnz@gmail.com) by May 2, 2022, 3:00 pm the day BEFORE the hearing.
- Community members may also provide written comments or attach correspondence to be included in the hearing record. This may be done by sending the comment to [jmarshallburkittsvillepnz@gmail.com](mailto:jmarshallburkittsvillepnz@gmail.com) in PDF format by May 2, 2022, 3:00 pm the day BEFORE the hearing.
- Comments received after the above deadline may not be available at the hearing, but will be provided to the Commission and public at a later date.
- All written comments submitted by the deadline will be acknowledged at the Hearing and will be added to the record for public viewing on the Town website.
- Speakers will be called upon in the order they sign-up and appear on the speaker's list.
- Each speaker is limited to no more than three (3) minutes.

#### **PREPARE TO SPEAK**

- Approach the podium when your name is called from the speaker's list.
- Wait until acknowledged by the Chair to begin your comments.
- State your name, address and community affiliation (i.e., resident, property owner, or legal counsel).
- Speak loudly and clearly so your voice may be heard by the Commission and audience members.
- Please be concise and courteous in your remarks.
- Promptly conclude your comments before the allotted three (3) minutes has elapsed.

