

Town of Hurley

GUIDELINES FOR PROVIDING COMMENTS AT PUBLIC HEARINGS

- Purpose of Meeting** The purpose of public hearings is to provide community members with an opportunity to speak to the Town Board/Zoning Board of Appeals/Planning Board and present comments, information and documents relevant to this Local Law. The Town Board/Zoning Board of Appeals/Planning Board will listen carefully to all comments and will consider them during its further deliberations.
- Sign In** ALL PERSONS THAT WISH TO SPEAK AT THE HEARING, MUST SIGN IN, AND PROVIDE THE REQUIRED INFORMATION TO BE CALLED.
- Wait to be Called** Speakers will be called by the Presiding Official to speak at the standing microphone at the front of the room in the order they sign up. If you have signed up to speak, please stay in your seat until your name is called. When called, please come up to the standing microphone to speak. Please address the Town Board/Zoning Board of Appeals/Planning Board, not the audience.
- Introduce Yourself** Before beginning your comments, clearly identify yourself and where you reside for the record. If you are speaking for an organization, identify that organization.
- Speak clearly** Please speak clearly and at a measured pace. This will help the Town Board/Zoning Board of Appeals/Planning Board members to hear your comments and for your comments to be recorded.
- Time limits** In the event that there is a long list of persons who wish to speak, the Town Board/Zoning Board of Appeals/Planning Board reserves the right to place a limit on the time allotted to each speaker. If that is necessary, please bear in mind that any time limit is designed to assure that everyone who wants to speak will have that opportunity, but also that the pace of the hearing will be maintained. If a time limit is established, transferring of time from one speaker to another will not be permitted. Everyone who signs up to speak will be given the opportunity to do so tonight.
- Be Courteous** Please be courteous to your fellow citizens, the members of the Town Board/Zoning Board of Appeals/Planning Board, the Applicant and its representatives. All comments should be addressed to the members of the Town Board/Zoning Board of Appeals/Planning Board and not to other persons in the audience. There will be no debate or answering of questions raised by speakers as part of this hearing. Please do not interrupt speakers or engage in personal attacks, booing or catcalling. Discourteous behavior will not be tolerated and could result in expulsion from the hearing.
- Avoid Repetition** Please avoid repetition. If a previous speaker has already offered the same comment as you have, when your turn is called you can tell the Town Board/Zoning Board of Appeals/Planning Board members that you agree with the comment by the previous speaker without repeating the comment in full detail. This will keep the hearing moving so that all speakers will be able to give their comments before the evening grows late.
- Submit Documents** If you have any written copies of your spoken remarks or other documents that you want the Town Board/Zoning Board of Appeals/Planning Board to make part of its record, please make sure to submit those documents to the Town Board/Zoning Board of Appeals/Planning Board either at the meeting or via email: supervisor@townofhurley.org/zoning@townofhurley.org/planning@townofhurley.org.

Thank you for your cooperation.