

Planning Advisory Commission

Meeting Guidelines

General

- The PAC Chairman is in charge of conducting the meeting.
- Notify the Secretary if you would like to record any part of the meeting.
- If necessary, the Chairman may reconfigure the agenda. The changes will be announced to all in attendance.
- Staff will assist or move anyone who has trouble hearing or other physical challenges.
- PAC members can abstain from discussion or voting on any agenda item due to a conflict of interest or any other reason.
- An item is considered passed after receiving the majority of the members voting.

For Public Comment

- The PAC will announce, "**if the public has any comment regarding anything that is NOT on the agenda, they may speak now by raising their hand.**"
- The Chairman will ask for the full name, address, and purpose of anyone speaking.
- The PAC can limit the public from presenting information that has been previously discussed.
- Keep it clean! Those who use vulgar language or become belligerent may be asked to leave.
- The PAC may limit public questioning to **5 minutes** per topic per person.

For Developers

- Presentations by developers are limited to **45 minutes** per meeting per agenda item. Applicants will be called to the podium at the start of the presentation.
- The PAC may ask the developer for a continuance on any matter, as well as to inquire whether the developer is willing to request a Time Limit Date extension.
- Developers and other participants should request permission to approach the PAC table to present additional materials. Do not approach the table without permission.

For more information, please see the full Meeting Guidelines document on the township website.