

## Comprehensive Plan Committee Meeting Notice

MEETING: 2019 Comprehensive Plan Committee  
DATE: March 8, 2017  
TIME: **7:00 p.m. - 9:00 p.m.**  
PLACE: Jordan Conference Room, Town Hall

### *Agenda*

(all times are approximate)

- 7:00 1. Call Meeting to Order
- 7:00 2. Public Comment
- 7:15 3. Approval of minutes: February 8, 2017
- 7:16 4. **FOAA presentation** - Debra Lane, Public Access Officer
- 8:00 5. **Public Participation Plan**
  - Review Public Participation consultant proposals
  - Public Opinion survey RFP update
- 8:40 6. Draft plan outline
- 8:45 7. Existing reports list/availability
- 8:50 8. Committee member items
- 8:55 9. Public Comment
- 10. Next meeting: The next meeting is scheduled for Wednesday, April 12, 2017. Items on the agenda may include:
  - Town Manager presentation
  - Public participation consultant
  - Public Opinion Survey proposals

cc: Town Manager  
Town Council Chair

## **Public Participation at Comprehensive Plan Committee Meetings**

The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation.

### **Speaking at the Comprehensive Plan Committee meeting**

After the public comment period has been opened, any person wishing to address the Comprehensive Plan Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the Comprehensive Plan Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the Comprehensive Plan Committee members present. The time for public comment **at the beginning of the meeting** is limited to 15 minutes. This time may be extended by a majority vote of the Comprehensive Plan Committee members present. **The time for public comment at the end of the meeting shall be sufficient for any member of the public to speak for 3 minutes.** The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Comprehensive Plan Committee has begun its deliberations on an item, no person shall be permitted to address the Comprehensive Plan Committee on such item.

### **Written comments**

Members of the public are encouraged to submit written comments to the Comprehensive Plan Committee. Comments, including those by email or regular mail, should be sent to the Town Planner, who will forward comments to the committee members and also place a copy in the comprehensive plan file, which is available for public review during normal office hours.

### **Decorum**

Persons present at Comprehensive Plan Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Comprehensive Plan Committee meetings may only address the Comprehensive Plan Committee after being recognized by the chair.