

APPROVED – June 01, 2021

Revised, Dated 4-6-2021

Revised, Dated 6-1-2021

Easttown Township

Public Comment Rules and Procedures for:

(1) Planning Commission Meetings and

(2) PC Receipt of Public Comment Outside of Public Meetings.

Overall:

The Planning Commission welcomes and values the various points of view expressed by members of the public. The public has the opportunity and right to listen to and speak at Planning Commission meetings. Members of the public can also send written comments to the Planning Commission.

- At its public meetings, the PC provides multiple opportunities for “public comment” – which is the time in which members of the public can speak to a matter under consideration by or relevant to work of the Planning Commission. The public has the right to comment on items listed on the agenda as they arise at the meeting, and the opportunity to speak in the “Public Comment” portion of the agenda on matters that are not listed on the agenda (though again, only those matters related to the work of the PC). This portion of the agenda usually occurs towards the end of the meeting agenda.
- Members of the public who want to send correspondence to the Planning Commission will send emails to easttown@easttown.org or letters to Easttown Township, Attn. Planning Commission, 566 Beaumont Road, 19333. Please reference the Planning Commission and the matter or address you are commenting upon in your document.
- Note: Correspondence will be given to the Planning Commission in its “meeting packet”, which is the packet of information the PC receives in preparation for monthly and special Planning Commission meetings. To be included in this packet, correspondence must be received by close of business one week before the Planning Commission meeting is held. If the Township receives the correspondence after the meeting packet has gone out to the Planning Commission, then the correspondence will be delivered to the Planning Commission on the day of the meeting, usually at the meeting. For example, send emails you want to get to the PC to easttown@easttown.org by 5:00 pm on the Tuesday prior to the monthly PC meetings (which are generally held on the first Tuesday of each month barring changes for holidays and voting).

PC Public Meetings:

1. Length and Nature of Public Comments: In order to insure that everyone has the opportunity to participate in a public meeting, the PC may reasonably limit the length and general nature of public comments.
 - a. Public participation (aka “public comment”) during a PC meeting may be limited to three minutes per person. An individual’s time may not be given or traded to other speakers or reserved for other portions of the meeting. A representative, speaking on behalf of an organization, including but not limited to a: civic association, homeowners association, chamber of commerce, governmental entity, or the like, may be given five

APPROVED – June 01, 2021

Revised, Dated 4-6-2021

Revised, Dated 6-1-2021

minutes. Only one person may be allowed five minutes to speak as a representative of a given organization. The PC Chair or presiding officer may decide to allow more time to all individual speakers or to a representative of a given organization.

- b. The PC Chair or the presiding officer shall act as timekeeper or shall designate another elected official as timekeeper.
 - c. Comments must relate to the purpose of the public hearing or to legitimate town business.
 - d. Members of the PC, speakers and audience members must observe proper decorum. Any statements made during the meeting or during a public hearing by members of the PC, town officials or employees, or members of the general public shall not involve personal or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a town official or employee, or a member of the general public.
 - e. The PC reserves the right to not engage in a dialogue with a commenter, including the right not to engage in a question and answer session on matters on which a motion has been made.
2. Sign-In Sheets for Members of the Public at In-Person Meetings: When a sign-in sheet is available, any person wishing to speak at a public meeting must sign in upon entering the room, indicating his or her intention to speak, which sheet will be used by the PC Chair or the presiding officer to recognize speakers.
 3. Members of the Public Speaking at Remote Meetings: When the PC Chair or presiding officer opens and announces a public comment opportunity, any individual wishing to speak shall raise his or her hand via the online platform or with a phone call. When recognized by the PC Chair or the presiding officer, the individual must state his or her name and, if appropriate, group affiliation
 4. Enforcing the Rules: If the PC Chair or the presiding officer fails to enforce the rules set forth above, any member of the PC may move to require him or her to do so, and an affirmative vote of a majority of the PC shall require him or her to do so.