

## **DOWNINGTOWN BOROUGH PLANNING COMMISSION** **PUBLIC PARTICIPATION GUIDELINES AND REQUIREMENTS**

***All citizens deserve the right to be heard. The Planning Commission's intention is to establish rules that will enable them to deliberate without interruption and allow ample opportunity for those who want to participate:***

- Individuals attending a Planning Commission meeting may make a public comment lasting up to five minutes concerning each matter listed on the meeting agenda. Such public comment shall occur prior to the Planning Commission taking formal action on the associated matter. The Planning Commission will consider each individual's comment, but is not obligated to answer questions from or engage in dialogue with members of the public.
- All statements must be directed to the Planning Commission's presiding officer. Planning Commission members shall not be questioned individually unless the Planning Commission's presiding officer expressly grants an individual permission to do so.
- Concurrent or "side" discussions shall not be permitted by Planning Commission members or citizens in attendance.
- Anyone wishing to place an item on the agenda should contact the Planning Commission Secretary no later than one week prior to the meeting. Your name, address and topic will be required. Any written material(s) for Planning Commission's review should be delivered to Borough Hall no later than noon on Friday before the scheduled meeting.
- Citizens are discouraged from bringing problems to the Planning Commission without first contacting the Borough Manager or his designee. Often problems can be resolved at the Borough's administrative level.
- Planning Commission meetings may be recorded.