



**CHARTER TOWNSHIP OF CHOCOLAY**  
**PLANNING COMMISSION**

## **PUBLIC MEETING PARTICIPATION POLICY**

### **I. Right to Speak**

Only members of the Township Planning Commission and Township staff shall be given the right to speak during any Planning Commission meeting except:

1. Any member of the public recognized to speak during public comment.
2. Any member of the public recognized to speak during a public hearing.
3. Any member of the public recognized to present materials during a portion of the meeting.
4. Any member of the public granted time during public comment to speak to an agenda item.

### **II. Public Comment**

Public comment is an opportunity for citizens and organization representatives to voice their opinions to the Planning Commission.

1. Individuals wishing to speak must be recognized by the Chair prior to speaking. Individuals not following this rule are subject to dismissal from the meeting.
2. Individuals must state their name and address for the record. Individuals representing an organization must state their name and the organization they represent for the record.
3. All speakers will be limited to three minutes per person, unless granted a different time by the Chair. No speaker can grant one's time to another speaker.
4. The Planning Commission Secretary, or designated representative, will be responsible to keep time on speakers and inform the Chair when time limits have expired.
5. At the close of public comment, Planning Commission members may address issues raised by speakers during public comment.

### **III. Public Hearings**

Public hearings are generally scheduled for Planning Commission business for items such as conditional use permits, rezoning applications, and ordinance proposals.

1. Whenever a public hearing on any issue is convened by the Planning Commission, the Chair shall commence the public hearing by:
  - a) Stating the purpose of the hearing
  - b) Advising the public in attendance on the rules for public hearings.
2. The Chair shall be responsible for order and procedure at all public hearings.
3. All members of the public shall have the right to address the Planning Commission during the public hearing.



4. Individuals wishing to speak must be recognized by the Chair prior to speaking. Individuals not following this rule are subject to dismissal from the meeting.
5. Individuals must state their name and address for the record. Individuals representing an organization must state their name and the organization they represent for the record.
6. All presentations to the Planning Commission during a public hearing shall be limited to a reasonable time length, and the Chair may specify the length of time for each presentation if necessary.
7. Parties addressing the Planning Commission may also submit written materials, documents, petitions, and exhibits to support their presentations.
8. Each Planning Commission member may question the presenters regarding the presentation.

## IV. Presentations

Presentations are generally scheduled for Planning Commission consideration of potential proposals for the Township, or for informational purposes regarding a topic of interest to the Planning Commission.

1. All presentations to the Planning Commission shall be limited to a reasonable time length, and the Chair may specify the length of time for each presentation if necessary.
2. Parties addressing the Planning Commission may also submit such written materials, documents, petitions, and exhibits to support their presentations.
3. Each Planning Commission member may question the presenters regarding the presentation.

