

MELROSE TOWNSHIP PUBLIC HEARING PROCEDURES

All comments shall be addressed to the chair

- A. Chair will open the Public Hearing, announce the subject of the Hearing, and summarize procedures and rules to be followed
- B. Staff/Chair present the main points of application and recommendations(s)
- C. Comments and explanations from the petitioner (or their agent or lawyer)
- D. Comments from the public, those in support followed by those opposed
 - 1. Wait until the Chair acknowledges you before you speak
 - 2. Begin by stating your name and address for the record
 - 3. Address all comments to the chair
 - 4. Second comments will not be permitted until every person who wishes to speak has had the chance to be heard
 - 5. Remarks must be limited to the merits of the subject immediately under discussion
 - 6. Limit five (5) minutes per speaker
 - 7. Rather than repeat previously stated comments, make references to comments
- E. Rebuttal comments by applicant or representative (No discussion, questioning, or answering shall take place between people except between the Chairman and the individual who has the floor)
- F. Close the Public Hearing – citizens are asked to refrain from engaging in discussion with the board during board deliberations
- G. Board Deliberations
 - 1. Review facts based on all information presented
 - 2. Focus discussion on standards and requirements of the ordinance
 - 3. Motions for approval, approval with conditions, or denial shall include reasons for such action