

## GLYNN COUNTY ISLANDS PLANNING COMMISSION

### Public Comment Period Policy for Site Plans and Village Preservation Permits

#### **Section I. Public Comment Period Overview.**

Meetings of the Islands Planning Commission (hereinafter referred to as the "IPC") are held to consider matters relating to zoning, planning, and land development as required under Glynn County's development ordinances and to make recommendations to the Board of Commissioners. The IPC welcomes citizen comments on issues and matters over which the IPC has jurisdiction and control.

The objective and intent of the Public Comment Period is to provide citizens with an opportunity to speak and to be heard on these matters in a polite and efficient manner in accordance with the guidelines set forth herein. In addition to the Public Comment Period, and prior to bringing matters before the IPC which otherwise could be handled administratively, citizens also are encouraged to express any concerns, comments, or questions regarding IPC business directly to the County staff responsible for addressing such matters.

#### **Section II. Location and Time.**

The IPC will allow public questions and comments prior to taking formal action on any site plan application or design approval application for property in the Island Preservation District (a/k/a Village preservation permits) at any scheduled public meeting of the IPC and in accordance with the guidelines set forth herein. Public comments will not be allowed at joint meetings with the IPC and the Mainland Planning Commission or joint meetings with the IPC and any other agency.

#### **Section III. Conduct of Public Comment Periods.**

Public comment periods shall be conducted as follows:

- (a) The Chairman will read a description of the item to be considered and the name of the applicant. The Chairman will then call for a staff report on the item which will be followed by comments and/or questions from the members of the IPC.
- (b) A staff report summarizing the findings and conclusions of County staff will be made to the IPC.
- (c) The applicant for a site plan or Village preservation permit will be invited to speak first about their application. Members of the public will then be invited to ask questions about

the application and the ordinances governing the permitted use. The public may also comment about the application of the Zoning Ordinance or other matters related to the proposed application. The applicant will be invited to respond to those questions and comments. The IPC shall have discretion to allow such response outside the overall time constraints set out in this Policy.

- (d) Each speaker will state his or her name, address, and the name of the group or individual for which the speaker is an agent or representative, if any.
- (e) Public comments for each item will be limited to 60 minutes. Each speaker will have a maximum of five minutes to ask questions or make comments. Speakers shall be allowed to ask questions or comment only once for each item on the agenda. Each speaker shall speak only to the merits of the item currently under consideration.
- (f) Because of time constraints and to avoid repetitious comments, interested persons are encouraged to allow a spokesperson to speak on behalf of a group, and to submit petitions, studies, letters, and other materials requiring study in advance prior to the meeting.

#### **Section IV. Islands Planning Commission Business.**

Public Comment is reserved for IPC business only and for those citizens wishing to speak and to be heard on matters under the jurisdiction and control of the IPC. Individuals will not be permitted to speak on the following subjects:

- (a) matters or issues not under the jurisdiction or control of the IPC;
- (b) matters or issues which are traditionally reserved for executive session;
- (c) matters or issues not pertaining to the matter or issue at hand.

Applications for ordinance amendments, re-zonings, special use permits, and conditional use permits require a public hearing pursuant to Article XI of the Glynn County Zoning Ordinance. A public hearing will be held for these items in lieu of a public comment period.

#### **Section V. Conduct and Decorum.**

Members of the public shall not make inappropriate, insulting, or offensive comments while speaking. Personal attacks or remarks about individuals, including applicants, Planning Commissioners, Glynn County staff, and County Commissioners are not permitted. All remarks should be made to the IPC and addressed solely through the Chairperson or presiding Commissioner.

Any speaker who violates any part of this Policy or is disruptive will be asked to stop such behavior and/or may be removed at the discretion of the Chairperson or the Commissioner presiding over the Public Comment Period.

**Section VI. Approval, Changes or Amendments.**

Approval of this Policy and any change(s) or amendment(s) to the text of this Policy shall require the affirmative vote of at least four members of both the IPC and the Glynn County Board of Commissioners. Notwithstanding, nothing herein shall abridge the right of the Glynn County Board of Commissioners to adopt policies related to the function, purpose or operation of the IPC.