

30.06 Addressing the commission.

Any person desiring to address the town commission regarding an item on the agenda shall first secure the person of the chair.

- (A) Taxpayers or residents of the town and other interested parties, or their authorized representatives may address the commission by written communications in regard to matters then under discussion.
- (B) Taxpayers or residents of the town and other interested parties, or their authorized representatives may address the commission by oral communications on any matter concerning the town's business or any matter over which the commission has jurisdiction or control. Preference shall be given to those persons who have notified the town manager in advance of their desire to speak in order that it may appear on the agenda of the commission; otherwise they may request permission at that point in the meeting providing for the public to be heard.
- (C) Taxpayers or residents of the town and other interested parties, or other authorized representatives may address the commission by reading of protests, petitions, or communications relating to any matter over which the commission has jurisdiction or control by notifying the town manager in advance of the meeting in sufficient time to be placed on the agenda.
- (D) Unsigned communications shall not be introduced to the commission.
- (E) Each person recognized for the purpose of addressing the commission shall step forward to the podium, with microphone thereon, and shall give his name and address in an audible tone for the record, and unless further time is granted by the commission, shall limit his address to three minutes or such additional time as may be granted by the chairman or by action of a majority of the commission. No persons shall be permitted to transfer their available time, if not utilized, to other speakers without action of a majority of the commission. All remarks shall be addressed to the commission as a body and not to any member thereof. No person, other than a commissioner and the person having the floor shall be permitted to enter into any debate or discussion without the permission of the chair.
- (F) Additionally, for all public hearings, the following time guidelines shall apply:
 - (1) In order to manage and improve the timing and quality as well as the clarity of presentations, the town commission has established the following guidelines for presentations by petitioners as well as public comment for all public hearings. It is the expectation of the town commission that presentations by petitioners will take approximately 20 minutes, public comments approximately five minutes per person, and rebuttal by petitioner an additional five minutes. While these are guidelines and are not strict limitations, applicants are encouraged to try to respect this suggestion of the town commission.
 - (2) Similarly, petitioners as well as members of the public are encouraged to provide any documentary evidence to the commission as many days prior to the public hearing as possible. If voluminous documentation is presented to the commission at the time of the hearing, the commission may have no alternative but to postpone their decision in order to review the material presented.
 - (3) The mayor is authorized to modify these time guidelines as necessary.

(71 Code, § 2-20; Ord. 79-1, passed 1-17-79; Ord. 06-08, passed 5-1-06; Ord. No. 2012-23, § 4, 1-7-13)