

Protocol for Presenting at TAB/CAC

To ensure all points of view are heard and considered, the following protocols will be in effect for TAB/CAC hearings.

1. Turn off or silence all cell phones
2. Speakers will state their name and address.
3. All questions will be directed to the board.
4. Each speaker after the applicant's initial presentation may be limited to 3 minutes for their presentation at the discretion of the Chair.
5. Applicant/Individuals may be limited to one minute to respond to TAB/CAC member questions at the discretion of the Chair.
6. The TAB/CAC expects the remarks to be to the point and related to the application being discussed.
7. Any discussion not directly related to the item being discussed by the TAB/CAC should be conducted outside the meeting room.
8. All speakers will conduct themselves in a businesslike manner.
9. Each speaker will fill out the sign-in sheet with their name, address and the item number on which they are speaking.
10. Once the public discussion is closed, the TAB/CAC will not entertain any additional public comments.
11. Personal attacks or insults will result in the individual being removed from the meeting.

Suggestions for your presentation to the TAB/CAC, PC or BCC

1. Be brief and focused
2. When a group is present have one or two individuals present the group position.
3. Coordinate presentations so that each speaker covers a different aspect of the issue: do not repeat each other's points.
4. Any additional comments after the initial presentation should be limited to new information only.
5. Clearly state the reasons you are for or against the application under review.
 - a. How would this application change your neighborhood?
 - b. Is acreage sufficient for the intended purpose?
 - c. Does the design fit in your neighborhood?
 - d. Are there things that you would like to see changed?
 - e. Is this application appropriate for your neighborhood?
 - f. Does this application provide a smooth transition between land uses?
 - g. Is there adequate land available for buffering?
 - h. What would be the effects on current residents/business?
 - i. Is there sufficient infrastructure to support this land use?
 - j. What is your vision of the neighborhood in the future?
6. Use notes, maps, and pictures to illustrate your points.
7. The maps, pictures, diagrams etc, should be large enough to be seen by the board and the public.
8. Be polite; use respectful language no matter how badly others behave.