



VILLAGE OF PLANDOME MANOR

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Rules for Public Comment

Board of Zoning and Appeals

These rules are intended to allow hearing attendees to raise issues, concerns or make observations to the Board of Zoning & Appeals as a whole. They are designed to maintain orderly, civil discourse, to respect the rights of all present, and to give each speaker an equal opportunity to have their voice heard.

The public will only be allowed to address the Board during the Public Comment period after applications have been presented by the applicant or at such other time as the Chair shall allow. The Board may modify these guidelines if warranted. No comments will be entertained from the audience unless permitted by the Board.

- The public comment session is not interactive. It is a time when the public is permitted to comment on the presented application. It is not a time to question or debate with the Board, Inspector or any other members of the Village personnel.
- Speakers should avoid repeating statements already made by others.
- Speakers should stand up to be heard. Speakers must give their name and address.
- Speaker's remarks are limited to three (3) minutes on an application. Speakers are required to yield back at the end of their three (3) minutes. If the speaker refuses to yield back, such action may result in removal from the hearing at the discretion of the Chair. Prepared remarks are permitted so long as they are directed to the Board.
- Speakers may not yield any remaining of their speaking time to another speaker.
- All remarks by a speaker shall be addressed to the Board, not other audience members.
- Speakers shall observe and follow the commonly accepted rules of courtesy, decorum, dignity, and respect. Audience response to individual public comments will not be tolerated, including jeering, heckling, yelling, commenting out loud or otherwise. Such actions may result in removal from the hearing at the discretion of the Chair.
- Interested parties or their representatives may address the Board with written communications at any time prior to a Board vote to close the record on the matter. Written communications may be delivered to the Village Clerk prior to the hearing or submitted to the Board at a public hearing on the specific application discussed in the communication.

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