

BANKS TOWNSHIP  
PUBLIC HEARING RULES AND PROCEDURES

Welcome to this Banks Township Planning Commission Public Hearing. We appreciate your taking the time to present your opinions. Everyone will be given an opportunity to speak. In order for us to have an effective public hearing, we ask that you abide by the following rules:

1. Please indicate to the Chair via the hand raise and/or the chat feature that you would like to be recognized to make a comment. If you are on the phone, please wait for a pause in the discussion to request an opportunity to speak.
2. Since everyone will be unmuted during the Public Hearing, we request that you mute your microphone until you are acknowledged to speak.
3. Please wait for the Chair to acknowledge you before you speak.
4. Begin by stating your name and address.
5. Give us your comments, opinions or questions on the issue being discussed.  
The issue tonight is: **An Ordinance to amend the Banks Township Zoning Ordinance Articles III, IV VI, and VIII pertaining to the Accessory Dwelling Units.**
6. We will ask for comments in support of the amendment first and when those are finished we will ask for comments for the commission to consider to revise or not adopt the amendment.
7. To ensure that everyone has time to speak and that we can address other items on tonight's agenda, we ask everyone to limit their speaking time to no more than 3 minutes.
8. Please be respectful of the Planning Commission and your fellow township constituents with your comments.

Thank you for attending this virtual public hearing.

Don Miles, chair

## **PUBLIC HEARING PROCEDURE**

- (1) Chair opens public hearing with an approved motion by the commission and announces subject.**
- (2) Chair summarizes procedures and rules to be followed during the hearing.**
- (3) Staff/Chair presents main points of the ordinance.**
- (4) Correspondence or persons speaking in support of the ordinance are recognized.**
- (5) Correspondence or persons speaking in opposition to the ordinance are recognized.**
- (6) Chair closes the public hearing after a motion by the commission is approved and explains the next steps. The Commission may elect to table the matter or decides tonight.**
- (7) Planning Commission deliberates and reaches a decision.**
- (8) If an ordinance is approved, it is moved to the County Planning Commission for comment and then to the Township Board for adoption.**