



## Methods for Public Participation in Public Hearings for Virtual Meetings of the Sand Lake Planning Board and Zoning Board of Appeals

The Sand Lake Planning Board and Zoning Board of Appeals shall make available to the public several methods for submitting comments for public hearings. Members of the public are strongly encouraged to submit their comments via one method only. While all written comments received shall be made part of the public hearing record, should public comments be submitted via multiple methods by the same individual, group, or organization for the same public hearing, the boards reserve the right to choose which such comments shall be stated verbally, read aloud, and/or played aloud during the hearing.

### Live Web Commenting

When an application requires a public hearing, members of the public shall be provided the opportunity to both join the Zoom meeting as an attendee and make comments verbally in real time by utilizing Zoom's attendee feature. As an attendee, members of the public who join or call into the Zoom meeting will be temporarily muted and video restricted until the board opens the public hearing. The comment period will be administered by a moderator designated by either the Town. Attendees will not be able to speak until notified by the moderator.

Instructions for joining a Zoom meeting are available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

Members of the public wishing to comment verbally through Zoom shall utilize the "Raise My Hand" function. This feature will allow members of the public to form a speaking queue. Upon opening of the public hearing, the board will hear from speakers in the order in which their virtual hand was raised as determined by the meeting moderator. Attendees may choose to share either audio only or video and audio during their allotted time. Telephonic attendees will be limited to sharing audio only. All attendees submitting verbal comments are encouraged to identify themselves for the record.

Instructions for using the "Raise My Hand" feature are available at: <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

Once the board has heard from a member of the public, that person's status within the Zoom meeting shall revert to that of an attendee.