

## **What to expect at a Planning Board meeting**

Please help the Planning Board and the Public by coming prepared with written comments, if possible. Please only speak if you "have the floor." Always identify yourself by name and municipality. Please mute your computer speakers before calling or entering the Zoom meeting room if you are monitoring the meeting on YouTube to reduce feedback. Please make the Planning Board aware of any disability you have that may require accommodation for you to participate fully in the meeting prior to the start of the meeting.

Please limit comments to three (3) minutes. If as a speaker, you run up against the 3-minute time limit, you may submit the remainder of your comments **in** writing or via email.

The Planning Board carefully considers information and comments provided by the public in regard to a proposed project or application, whether submitted in writing or given verbally during a public hearing, meeting, or privilege of the floor. Like any public meeting, come prepared to hear comments and opinions that may conflict with your own and engage **in** civil discourse. Treat other with dignity and respect through your comments and actions whether listening or speaking.

The Planning Board and its members may ask for clarification of comments from the public but the Planning Board will not engage in dialogue or question and answer session with the public. Likewise, Applicants are directed to answer questions from Board members and may address any response to public comments directly to the board.

Please familiarize yourself with local laws and land use regulations as they directly affect your property rights. Please contact the Planning & Code Enforcement Department at 607-533-7054 or [tolcodes@lansingtown.com](mailto:tolcodes@lansingtown.com) with any questions or concerns. We welcome your engagement in the process as the Town updates and creates new laws and land use ordinances that impact property rights. Our goal is to include you in the process, gather facts, and gather public comment, to be taken into account and used in the decision-making process. While the Planning Board reviews and recommends changes to local land use laws, the Town Board is the only legislative body with the authority to create or amend local laws.

The Planning Board works within the strictures of state and local laws but is not a judicial or policing body and cannot address legal issues outside its purview (ex: trespassing issues, leases, etc.). Please keep in mind that any project approval is not a guarantee that a Building Permit will be issued or that a project will be built.