



TOWN OF NORTH YARMOUTH  
REMOTE PLANNING BOARD MEETINGS  
PUBLIC PARTICIPATION/PUBLIC HEARING PROCESS

Members of the public may be afforded the opportunity to view the meetings live online or cable tv. Due to the constraints of the virtual environment, the public comment portion of Planning Board meetings, where live comments must be considered for inclusion in the public record, the following procedures shall apply:

- Application files will be posted online under the Planning Board Calendar Event with all public comments that have been received to date so that people can receive them that way.
- Written comments submitted prior to the meeting for inclusion in the record must be submitted to the Town's Code Enforcement office [codeoffice@northyarmouth.org](mailto:codeoffice@northyarmouth.org) or 829-3705 option 1 and must be received by noon of the Monday before the scheduled Planning Board Meeting to guarantee inclusion in the record. Such comments will be read by the Chairperson and must be limited to 3 minutes in length. (Name and address must be included with comment.)

**Instructions for meeting participants:**

The Planning Board will conduct remote access meetings using the Zoom Application. To learn more about Zoom, find tutorials and sign up for a free account, please go to <https://zoom.us/>.

**To view** a Planning Board meeting you have the following options:

- 1) You can watch the live meeting via Town Hall Streams, please to go to town website click [meetings on demand](#) button on the left side of the screen and select Town Hall Steam then enter North Yarmouth, ME in the drop down.
- 2) Channel 1301 on Spectrum cable is now available for live viewing.
- 3) The Zoom meeting link will be provided 1 hour prior to the start of the meeting in the calendar information accessed on the Planning Board page of the town website. Enter first name, last name and address when joining

**To comment** in the meeting:

- Live comments by attendees will be accepted during the public hearing time designated by the Chair. All comments will be limited to 3 minutes.
  - If you are participating by video, please enter "I have a comment" into chat box and you will be called upon by the Chair.
  - If you are participating by phone, you can let us know you have a comment by pressing \*9.

**We still highly suggest that advanced written comments are the best way to provide feedback to the Planning Board on applications.**