

## **Build.In.Kind/East Hampton: Pointers for Participating in East Hampton Town Planning Board February 8, 2023 Public Hearing and Public Comment Period Regarding the Wainscott Commercial Center Application**

If you've never participated in a public hearing, you might not be familiar with how it all works, so here are the key details and some pointers. It might seem a bit daunting at first, but it's actually fun...and you can really make a difference. If you have questions, just shoot us a message via the website [www.buildinkind.com](http://www.buildinkind.com) and we can help.

Also, in case you are not familiar, the EH Town Planning Board <https://ehamptonny.gov/365/Planning-Board> is not the same as the East Hampton Town Board, and it is also different from the EH Town Zoning Board of Appeals. And a reminder, here is the link to the Planning Board's page specifically about the Wainscott Commercial Center Application <https://ehamptonny.gov/675/Wainscott-Commercial-Center>

Finally, you do not have to be a Wainscott or an East Hampton Town resident to participate in the public hearing and/or comment period. People from all over the East End are likely to be impacted by and have a legitimate interest in what is the largest commercial/industrial development project ever proposed on the South Fork.

### **Comments Submitted to the Record in Writing:**

- Written comments are accepted anytime from now up to closing of the record at 4 p.m. on Feb 28, 2023.
- Email written comments, preferably in a PDF doc attached to an email, to East Hampton Planning Board Secretary: Jodi Walker [JWalker@EHamptonNY.Gov](mailto:JWalker@EHamptonNY.Gov) and [PlanningBoard@ehamptonny.gov](mailto:PlanningBoard@ehamptonny.gov).
- Deliver to Planning Board office by mail or by hand delivery
  - 300 Pantigo Place, Suite 103, East Hampton, NY 11937
- You can (a) email or (b) mail/ hand deliver, but it's good if you can do both.
- Recommended Salutation in Letter To: "Dear Chairman Kramer and Members of the East Hampton Town Planning Board"
- From: Include your name and address
- Subject in Email and Letter: Public Hearing Comment Re: The Wainscott Commercial Center, Tax Map Parcels #300-192-2-6.2, 6.3, 6.4, 6.5, 6.6, 6.7.

### **Spoken Comments During the Public Hearing on Feb 8, 2023**

- The public hearing will take place at LTV Studios, 75 Industrial Road, Wainscott
- There will be two sessions on Feb 8: afternoon from 3:00-5:30 p.m., and evening beginning at 6:30 p.m. until all comments are heard. You can attend and speak in person at either or both.
- When you arrive, look to see if there is a speakers' sign-up sheet and add your name to it.
- There will likely be a podium for speaking. When you are called on to speak, go up to the podium and state your name and where you live for the record. The Chairman will tell you to proceed. The issues of time limitations we lay out below will apply to in person public participants as well as callers.

- Alternatively, you can participate in the hearing by watching the sessions live via LTV in one of three ways: On local cable TV on Channel 22, or online from anywhere via the LTV website via either the livestream or YouTube option. Links here: <https://www.ltveh.org/channel22>
- You will see a public comment phone number scrolling across the top of the screen. The number is likely to be **351-888-6331** but double check the screen scroll.
- When you dial in, you will automatically be entered in the speaker queue, and you will be able to listen to the meeting via the phone, but your line will be muted. You won't know what number you are in the queue.
- I imagine the Chairman might alternate public speakers back and forth between people in person at the hearing and those calling in.
- There is often a delay among the TV broadcast, what you hear via live stream or YouTube, and what you hear through your phone.
- When it is your turn to speak, you will hear the moderator say "unmuting caller with the last four digits of" your phone number. And you will promptly hear a voice on your phone line saying "unmuted." At that point you are LIVE and can be HEARD in the room and on the broadcast.
- VERY IMPORTANT: the moment you hear your phone number digits, listen only through your phone, and make sure to completely mute or turn off your TV and/or computer in the background. Otherwise, the Board will hear feedback/echo while you are speaking, and it is disruptive and drives them crazy. Once you are done speaking, your line will be muted again, and you can hang up and go back to watching the hearing on TV or online.
- Once you are live, the Chairman will ask you to identify yourself with your name and where you live and then he will tell you to proceed.
- Likely, each member of the public will be given only a few brief minutes to speak, and there will be a timer set when you begin your comments. If you haven't finished when the timer goes off, you will either be told to stop or to wrap up quickly. Generally, Planning Board Chairman allows 3 minutes only per public comment. However, we are negotiating with the Board for a somewhat longer timer allowance given the complexity and gravity of this application—stay tuned for updates on that, which we hope to have by Thursday, Feb 2.
- If you are speaking at the hearing: PREPARE your comments in advance, and PRACTICE and time yourself in advance a few times. Remember, if you write a letter to the board longer than you can read out loud in a few minutes, that's totally fine -- you need only summarize/highlight the main points when you speak and refer them to your letter which they will read and consider in full after the hearing.
- This is why we recommend both speaking at the hearing and also submitting comments to the record in writing.
- Sometimes at Planning Board public hearings, if you exceed your allotted 3 or so minutes, the Chairman will allow you to go back in the queue and speak for additional minutes once everyone else has had a chance to speak once. We hope that option will be in play at this hearing. We'll know more about this and other protocols likely/hopefully by Feb 2 and will update.