The following protocols for the February 24 hearing are intended to provide an orderly process for soliciting public feedback concerning the Highlands Planning Board’s recommendations concerning changes to the town ordinances related to short term rentals. The mayor will preside over the hearing and follow the following procedures.

1. Speakers will be encouraged to respond to the recommendations of the planning board, and limit personal experiences.
2. People wishing to speak at the hearing will sign up as they enter the Conference Center.
3. A town staff member will be at the Conference Center at 4:30 to begin developing the list of speakers.
4. Email requests to speak can be made by emailing to: gibby.shaheen@highlandsnc.org
5. The mayor will call on speakers in the order appearing on the list.
6. Each speaker will be allowed 3 minutes to make a statement. Given that time frame, there will be approximately 20 speakers per hour.
7. A time keeper will maintain a clock in order to notify a speaker when their time has ended.
8. Speakers who have signed up, can yield or defer their time to a group representative speaker. The designated pool speaker will have to identify the group he or she represents. The designated group speaker will have 15 minutes to speak.
9. The public hearing will being at 5 pm. The speakers list will be closed at 5:30.
10. For those people not able to attend the hearing, the town will accept written statements that are no longer than 500 words. These statements will become a part of the hearing record.
11. People making an oral statement can also submit a written statement.
12. Written statements will be accepted for 24 hours after the hearing concludes and entered into the record.
13. Statements can also be submitted prior to the hearing. All hearing statements should have a heading at the top identifying it as a statement for the February 24. 2022, Highlands Town Board Public Hearing. The statement should also identify the writer and their mailing and or email address.
14. Anonymous statements will not be accepted.
15. The town clerk will receive and process all written statements. Board members will be given a copy of all written statements.
16. Statements can be printed copy or emailed gibby.shaheen@highlandsnc.org
17. Oral statements will be recorded and become a part of the hearing record, as well as written comments.
18. The town board of commissioners will take no final action on amending ordinances at this hearing.
19. Barring any unanticipated technical problems, the hearing will be broadcasted on Youtube.