

PLANNING BOARD POLICY FOR THE USE OF THE HEARING ROOM A/V EQUIPMENT

The Office of Planning Hearing Room has several electronic components to assist individuals in presenting information to the Planning Board, and to allow the board and the audience to see the information simultaneously. This equipment includes:

- f* Projection system that projects onto two screens simultaneously
- f* PC Computer with CD and DVD drives
- f* Overhead document projector for documents up to 8 ½" x 11"
- f* VHS player
- f* Room Camera for documents larger than 8 ½" x 11"
- f* Connection for laptop computer to the projector

In order to make sure that the board meetings flow smoothly, that the County's information systems security policy is followed, and that a clear public record of the proceedings is obtained, the following policies must be observed:

1. Submit one copy of all presentation materials to the Planning Office as a record copy, either before, or at, the meeting where the presentation is made.

2. Policy for Presentations of Development Plans by a Developer, Developer's Representatives or Invited Speakers: Digital presentations using PowerPoint on CD are preferred. Please advise the Office of Planning if use of the A/V equipment is desired, and submit all digital presentation materials on CD or DVD at least 48 hours in advance (see below for Planning Office contact). Development plans, GIS aerials, and other paper materials that are larger than 8 ½" x 11" must be mounted. Speakers should arrive at the hearing room one half hour before the meeting to set up their materials.

3. Policy for Presentations of Citizen Comments at Public Hearings/Meetings: Speakers may submit digital or paper materials to be presented to the board as part of their public comments. Digital material may consist of images or slide presentations using PowerPoint or other application compatible with the hearing room A/V system. Any paper materials larger than 8 ½" x 11" must be mounted so that they can be placed on an easel. Citizens desiring to use the A/V equipment must submit all presentation materials at least 48 hours in advance (see below for Planning Office contact).

Submittal by email attachment is the preferred method. The county email system can accept attachments of up to 10 MB. The email must include the name and address of the speaker who will be presenting the information, and the name of the hearing in which the information will be presented.

The time allotted to each speaker will be determined by the board chairperson. The time needed for setting up the presentation materials will be included in the allotted time frame. In the event of technical difficulties, it is recommended that the speaker be prepared to present his or her comments without the use of the A/V equipment.

CONTACTS FOR SUBMITTALS AND FOR MORE INFORMATION:

Lynn Lanham, 410-887-3480 or mlanham@baltimorecountymd.gov or
Krystle Patchak, 410-887-3211 or kpatchak@baltimorecountymd.gov