



### HOW IS A DECISION MADE?

After hearing all testimony, the Council deliberates, makes a motion, and votes on the motion.

At the end of the hearing, one of the following decisions will be made by majority vote:

- approval,
- approval with conditions,
- denial, or
- continuation to another meeting.

### PARTICIPATING IN PUBLIC DELIBERATION

The Town welcomes your participation and values your opinions. Your input can assist decision makers as they consider decisions and policy.

We all play a role in keeping deliberations productive. As such, Town Code states that “all individuals in attendance shall observe proper decorum and avoid the use of abusive or profane language in the meeting room and when addressing the Town Council or the Planning Commission. In the event that abusive or profane language is used or an individual otherwise disrupts the meeting, such individual may be removed from the meeting room.”

### WHAT ARE SOME SPEAKING GUIDELINES?

- At the beginning of any public comment period, the presider announces how long each person may speak. Three minutes is frequently the time allowed.
- Please step up to the podium so the presider can recognize your comments.
- Before you speak, please sign in and note the agenda item you wish to speak on.
- Begin speaking by stating your name and address.
- Public Comment is limited to 3 minutes per person
- Focus on being clear and concise; comment on ideas, not people.
- All individuals in attendance shall observe proper decorum and avoid the use of abusive or profane language in the meeting room and when addressing the Town Council or the Planning Commission.

Public meetings are live-streamed on the website. Past meetings are available via YouTube.



*Town of*  
**TIMNATH**  
ESTABLISHED 1882

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# Public Hearing Meeting Guide

## For Public Participation



*Town of*  
**TIMNATH**  
ESTABLISHED 1882

## WHY IS THE AGENDA SO IMPORTANT?

Where an item/topic is listed on the agenda affects if and how it is discussed as well as if public comments are allowed. It is important to read the agenda prior to know when it is your turn to speak and if the item is a public hearing.

## HOW DO I GET A MEETING AGENDA?

The agenda is available the Friday before the meeting. You can download the agenda from the website.

Prior to the meeting, agenda copies are available on the table outside the meeting room.

## WHAT'S THE MEETING OR HEARING FORMAT?

The meetings and public hearings typically follow this order of business:

1. Roll Call
2. Amendments
3. Public Comment
4. Consent Agenda
5. Reports
6. Business
7. Discussion and Future Agenda Items
8. Adjournment



### WHEN ARE MY OPPORTUNITIES TO SPEAK?

Your opportunities to speak about your item or topic is dependent on where your item is listed on the agenda or if on the agenda at all.

**A. Your item is NOT listed under any agenda.**

**B. Your item is listed under BUSINESS Agenda.**

**C. Your item is listed under CONSENT Agenda.**

### A. YOUR ITEM IS NOT ON THE AGENDA

After Roll Call and Amendments to the Agenda, time is set aside for the public to speak to the Council about items not specifically listed on the agenda. Public Comment is limited to 3 minutes per person.

### B. YOUR ITEM IS ON THE BUSINESS AGENDA

Specific time for public input is set aside for each item that includes public hearings.

Each Business Agenda item begins with a staff presentation on the topic. If the item relates to a development application, staff will address it's location, conformance with Town Standards and the Land Use Code. Next, the applicant will present their application.

The Public Hearing will open after staff (and applicant when relevant) presentations. This allows the public a chance to include any items discussed in the presentation in their comments.

After all public testimony is complete, the governing body may seek answers to questions raised from the applicant or staff.

### C. YOUR ITEM IS ON THE CONSENT AGENDA

Items on the Consent Agenda are considered to have no known opposition or concern, and are considered for approval as a group of items. The use of a Consent Agenda allows the approving body to spend more time on items controversial or on items requiring more discussion.

**If an item is on the Consent Agenda, no presentation or discussion is given, UNLESS it is PULLED to the Business Agenda.** At the start of the Consent Agenda period, the presider will ask if anyone wishes to “pull” any items for discussion. Anyone present may request an item be “pulled” and moved to the Business Agenda.

“Pulled” Consent Agenda items are moved to the Business Agenda.