



How to Participate in a Public Hearing - Planning Applications

Use this document to understand how to participate in Board of Adjustment, City Council, Historic Preservation, and Planning Commission hearings. All public hearings are held at Centennial Hall, 124 10th Street, at 5:00 p.m.

Citizens

You have the option of attending any public hearing in person at Centennial Hall, 124 10th Street, or remotely via Zoom. Agendas, Staff Reports, and Attachments as well as the zoom link to all hearings can be found here: <https://docs.steamboatsprings.net/OnBaseAgendaOnline/>

Submitting Written Public Comment

You may submit written public comment to the Project Manager via email at any time prior to a decision being made.

Board of Adjustment, Historic Preservation Commission, and Planning Commission

Comments no longer than three (3) minutes on all scheduled public hearing items will be heard following the presentation by Staff or the Applicant. Those addressing a Board or Commission are requested to identify themselves by name and address. Please wait to speak until you are recognized by the Board or Commission.

City Council

Comments from the public are welcome at two different times during City Council hearings:

1. Comments no longer than three (3) minutes related to items not on the agenda will be heard under the Public Comment portion of the agenda; and
2. Comments no longer than three (3) minutes on all scheduled public hearing items will be heard following the presentation by Staff or the Petitioner.

The Public Comment portion of the agenda is for comments related to items not on the agenda. Public Comment will be provided after Staff Reports, or at 6:00 PM, whichever comes first. City Council will make no decision nor act, except to direct the City Manager. Those addressing City Council are requested to identify themselves by name and address. All comments shall not exceed three minutes. Please wait to speak until you are recognized by the Council President.

When City Council gets to the Consent Calendar portion of the agenda, the Council President will read the Consent Calendar item(s) into the record, then ask if City Council or anyone from the public would like to pull any Consent Calendar agenda item for further discussion. If you would like to comment on an item on the Consent Calendar, indicate to the Council President you would like to pull an item and which one. The Council President will invite the public to comment on pulled Consent Calendar items, as requested. Those addressing City Council are requested to identify themselves by name and address. All comments shall not exceed three minutes. Please wait to speak until you are recognized by the Council President.

Applicants

You have the option of attending any public hearing in person at Centennial Hall, 124 10th Street, or remotely via Zoom. Agendas, Staff Reports, and Attachments as well as the zoom link to all hearings can be found here: <https://docs.steamboatsprings.net/OnBaseAgendaOnline/>

Board of Adjustment

At the hearing, the Chair will call on the Project Planner to give a short summary of the project first. After, the Applicant will be called upon to present. If any presentation materials are to be used, please send to the Project Planner as far ahead of the hearing as possible.

City Council

When City Council gets to the **Consent Calendar** portion of the agenda, the Council President will read the Consent Calendar item(s) into the record, then ask if City Council or anyone from the public would like to pull any Consent Calendar agenda item for further discussion. City Council may approve without further discussion, ask questions, or request a presentation from Staff and/or the Applicant. Citizens may also request to pull a Consent Calendar item in order to provide public comment. Please be prepared for any of these outcomes and wait to speak until you are recognized by the Council President.

When City Council gets to the **Public Hearing** portion of the agenda, the Chair will call on the Project Planner will give a short summary or the project first. After, the Applicant will be called upon to present. If any presentation materials are to be used, please send to the Project Planner as far ahead of the hearing as possible.

Historic Preservation Commission

At the hearing, the Chair will call on the Project Planner will give a short summary or the project first. After, the Applicant will be called upon to present. If any presentation materials are to be used, please send to the Project Planner as far ahead of the hearing as possible

Planning Commission

At the hearing, the Chair will call on the Applicant to present first. After, the Project Planner will give a short summary of the project. If any presentation materials are to be used, please send to the Project Planner as far ahead of the hearing as possible.