



**CHAFFEE COUNTY  
PUBLIC MEETING POLICIES AND PROCEDURES**

<b>TITLE:</b> Public Meeting Policies and Procedures	<b>Approval Date:</b> Sept. 10, 2019
<b>PURPOSE:</b> To ensure consistency, uniformity and efficiency in scheduling agenda items for public meetings of the Chaffee County Commissioners and to ensure public hearing boards and the public have sufficient time to become informed about public hearing items.	<b>Revision Date:</b> n/a

**1. Setting County Commissioner Agenda Items & Submitting Material Supporting General Business Items**

- 1.1. Agenda items must be submitted to the County Administrator and copied to the County Administrative Assistant by 4 p.m. at least five business days prior to the meeting. (For a Tuesday meeting, agenda items must be submitted by 4 p.m. on the previous Tuesday.) An agenda item must be approved by at least one Board member. Exceptions to the agenda submittal deadline will not be granted by the County Administrator unless an urgency can be clearly demonstrated and a Board member concurs. The County Administrator shall notify the meeting Chair of all agenda revisions.
- 1.2. Meeting packets are prepared three business days prior to the meeting (generally on Thursdays). Thus, materials supporting an agenda item should be submitted to the County Administrative Assistant by 4 p.m. at least four business days prior to the meeting in order to be included in the packet. (For a Tuesday meeting, materials should be submitted by 4 p.m. on the previous Wednesday.) If an agenda item is not adequately supported by materials submitted in a timely manner, the agenda item may be postponed to a future meeting. The County Administrator or a board member may allow for late submittals of materials in his/her discretion. The County Administrator shall notify all Board members of any additional material submittals.
- 1.3. Materials must be submitted in hard copy (in triplicate) and an electronic version (pdf). Documents should be kept to 8 ½ x 11 if possible, but can be submitted at a larger size (survey maps, property plats, charts) if necessary. Items linked or referred to in the materials (such as hyperlinked documents) will not be considered part of the official record or considered by the Board.

**2. Submittal of Materials for Public Hearings Before Various Boards**

- 2.1. Public hearings are those matters which **require** formal, specific, published notice and an opportunity for public comment.
- 2.2. Materials for public hearings (other than photographs or comment letters not containing technical information, data or references to other materials) must be submitted to the appropriate County department (see below) by 4 p.m. at least seven

calendar days prior to the public hearing (see Section 4.1.3.E of the Land Use Code). (For a Tuesday hearing, such materials must be submitted by 4 p.m. on the Monday of the previous week.) Photographs and comment letters **not** containing technical information, data or references to other materials may be submitted to the applicable department up until 12 noon two business days prior to the hearing. (For a Tuesday hearing, such materials must be submitted by 12 noon on the Friday of the previous week.)

**SUBMITTAL CHART**

<b>Review Board:</b>	<b>Submittal Department:</b>
Bd of County Commissioners	County Administration (Administrative Assistant)
Bd of County Commissioners acting as the local liquor licensing authority	Chaffee County Clerk and Recorder
Planning Commission	Planning and Zoning
Board of Adjustment	Planning and Zoning
Board of Review	Building Department
Board of Health (OWTS issues)	Engineering Division

2.3. Materials must be submitted in hard copy (in triplicate, unless the applicable code/department requires more copies) and/or an electronic version (pdf), except that for hearings before the Board of County Commissioners, materials must be submitted both in triplicate hard copy and a pdf. Documents should be kept to 8 ½ x 11 if possible, but can be submitted at a larger size (survey maps, property plats, charts) if necessary. Items linked or referred to in the materials (such as hyperlinked documents) will not be considered part of the official record or considered by the Board.

2.4. At the hearing, the hearing board may accept materials supporting testimony such as printouts of power point presentations and summaries of testimony. The hearing board, in its discretion, may also accept other submittals on the day of the hearing and may, in its discretion, continue the hearing if needed in order to allow for sufficient review of such submittals.

**3. Public Comment at Board of County Commissioner Meetings**

3.1. Board of County Commissioner meetings generally include a “Public Comment” portion for those members of public who wish to comment on items not on the agenda. Public comment will generally be limited to three minutes. The Board may, in its discretion, then add the item to a future agenda (including a work session agenda), decline further discussion or request more information at the Board’s discretion. Members of the public who wish to present more extensive agenda items are encouraged to follow the process for submitting agenda items outlined above.

3.2. The Board cannot take comments regarding matters that are scheduled or likely to be scheduled for consideration at a future quasi-judicial proceeding, such as hearings for land use, liquor or marijuana licenses. All comments about these matters must be made at the future hearing to ensure fairness and impartiality for all interested parties.

3.3. For agenda items not involving a public hearing, the meeting Chair may permit public comments provided that such invitation does not hinder the ability of the County

to conduct official County business in an efficient manner. For matters which may involve substantial public comment by numerous members of the public, including public hearings, any Board member may propose limiting public comment to no more than 3 minutes per individual, which limitation on public comment must be approved by a majority of the quorum present. Members of the public may not cede their allotted time to other speakers, however, if a Board member has questions during an individual's testimony, the Chair may allow additional time, in his/her discretion.