

Public Hearing Protocols

1. Procedure for Hearing

- a. Applicant presentation
- b. Planning and Zoning report
- c. Public Comments
 1. 3 minute limit for individual speakers
 2. 10 minute limit for any presentation by a representative of a group
 3. These time limits include time to set up any PowerPoint or other audio/visual presentation. Any presentation may be submitted through email or in person to the Department of Planning and Zoning in advance of the hearing to reduce set-up time (dan.victoria@fremontco.com; 615 Macon Ave., Room 210, Cañon City, Colorado). Any submittal must be done by 5:00 p.m. on the Thursday prior to the meeting date.
 4. Try not to read a prepared statement that is going to be or has been submitted as part of the record; it results in unnecessary duplication of comments.
- d. Response to questions and/or comments by the Applicant.

2. Hearing guidelines

- a. Anyone who wishes to speak (except Applicant and P&Z) must fill out a speaker information slip and turn it in to the Clerk/Chairman prior to speaking. Every attempt will be made to call speakers up in order as they turn in requests to speak.
- b. No one may “donate” their speaking time to another speaker, thereby increasing the 3/10 minute limit for another speaker.
- c. No signs, banners, placards, or other “demonstration” type displays or outbursts will be allowed or tolerated.
- d. All presentations and comments should be directed to the BOCC. Do not direct questions or comments to the Applicant’s representatives, other individuals or to the audience generally.
- e. Avoid personal attacks against other people.
- f. Be respectful of the comments of all who speak, regardless of whether you agree with their position. Avoid grandstanding and outbursts of applause, cheering, booing, and similar disrespectful displays.