

# SPEAKING AT PLANNING BOARD MEETINGS

Planning Board meetings are generally held the first and third Thursdays of the month in the Council Chambers located in the Municipal Building, 1777 Broadway St. You can speak to the Planning Board to express your opinions about city issues or any public hearing items that may be on the agenda that evening. To help accommodate everyone, please follow these rules:

- Open comment or “Public Participation” is held at the beginning of Planning Board meetings and provides an opportunity for speakers to address any issue(s) not scheduled for a public hearing in that meeting. Sign up with the Board Secretary the night of the meeting approximately 15 minutes before the start of the meeting. There is no online sign up for open comment.
- Public hearings are identified on the agenda for each meeting and you may sign up to speak in that public hearing approximately 15 minutes before the start of the meeting. There is no online sign up for public hearings.
- Each individual speaker will be given three (3) minutes to address Planning Board. Please limit your comments to Planning Board-related issues. Be clear, concise, and constructive. This is not a forum for personal attacks.
- Citizens may pool time as a group, allowing one person to address Planning Board. All persons must be present at sign up and when the speaker is called. The oral presentation will be allowed the following time allotments:
  - 2 people = 5 minutes
  - 3 people = 7 minutes
  - 4 people = 9 minutes
  - 5 people = 10 minutes (Maximum time allowed)
- Speakers should introduce themselves, giving name and address. If officially representing an interest group, homeowners' association, etc., please state that for the record as well.
- Speakers are requested not to repeat items addressed by previous speakers other than to express points of agreement or disagreement. Refrain from reading long documents, and summarize comments wherever possible.
- Planning Board receives the bulk of its communications electronically but, if you have prepared a written statement, you may give ten (10) copies to the Board Secretary when you approach the podium to speak; the Board Secretary will distribute your written statements as you speak.
- Other documents or handouts may be submitted and will become a part of the official record. Any documents and other exhibits submitted for the record at the hearing must be provided in quantities of ten (10) copies to the Board Secretary for distribution to the Board and admission into the record.

- If you have an electronic presentation, it should be sent to the Planning Board Secretary no later than 2 p.m. the day of the meeting. Please email it to the Planning Board Secretary at [spencec@BoulderColorado.gov](mailto:spencec@BoulderColorado.gov), indicate in the email the agenda item the presentation is for, and please provide ten (10) hardcopies for distribution to the Board and admission into the record. It is helpful if you check in with the Board Secretary prior to the meeting to discuss the display of your presentation.
- Please practice your statement ahead of time and keep it within the time limit. The green light will go on when you begin to speak. State your name and address and be sure to state what you would like to see done (constructive problem resolution). When half of your time has expired, the light will begin to flash. When you have 30 seconds remaining, the yellow light will come on to warn you that your time is almost up. When the red light comes on, your time is finished.
- You may speak once per comment period (once during open comment and once during public hearing) per meeting.
- The Chair may lengthen or shorten the time allotted as appropriate. If the allotted time is exceeded, the Chair may request that the speaker conclude his or her comments.