

About the Board of County Commissioners

By state statute, Jefferson County is divided into three districts of relatively equal population. Commissioners serve staggered four-year terms and are elected by the voters of the entire county, but must reside in the specific district in which they were elected to serve.

Contact the Commissioners

The commissioners welcome thoughts and comments from Jefferson County residents. If you wish to contact the commissioners outside of public hearings, it is recommended that your comments be made in writing in order to be formally noted for the record.

Write: Jefferson County Board of Commissioners
100 Jefferson County Parkway
Golden, CO 80419

Issue Resolution

Many times, it only takes a phone call to the appropriate department to get a question answered or an issue resolved. If you have a comment or concern, it's best to start with the responsible department or agency. A complete department and division list is available on the Jefferson County website at www.jeffco.us.



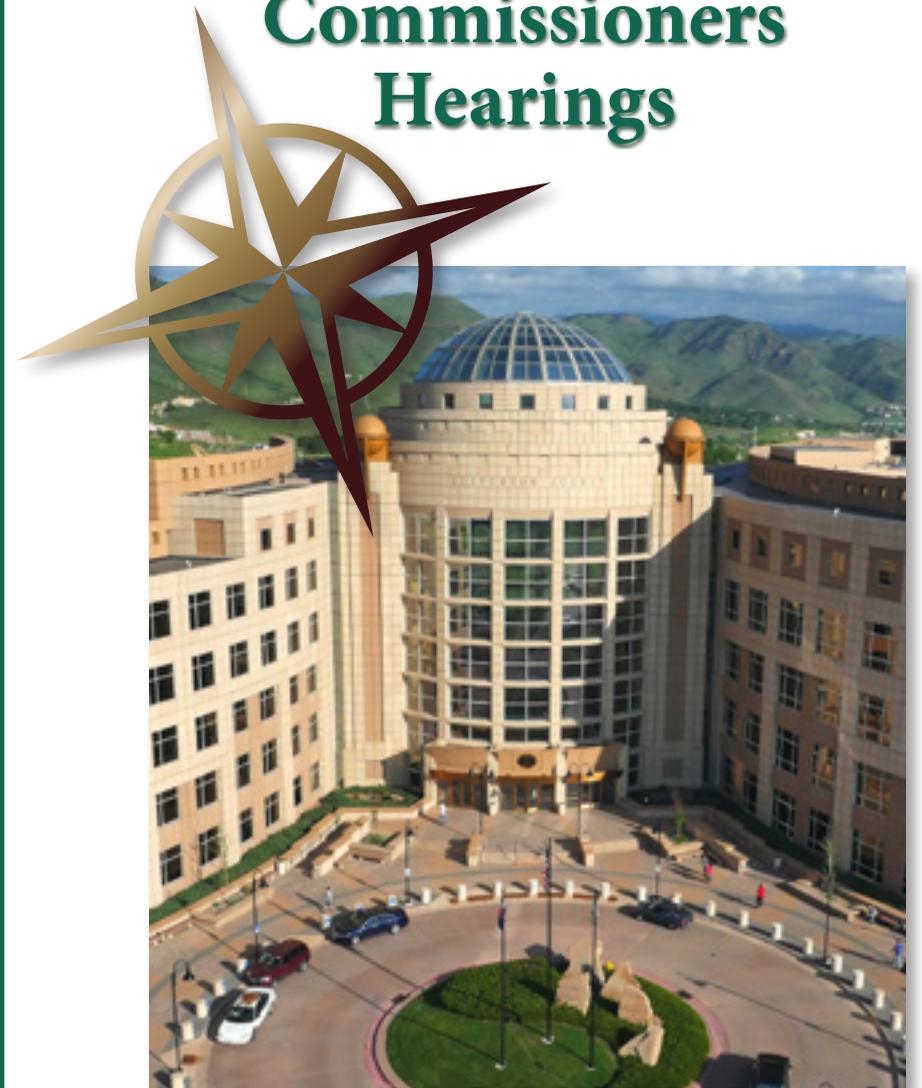
Jefferson County Commissioners
Libby Szabo (District 1), Casey Tighe (District 2)
and Donald Rosier (District 3)

What You Need To Know at a Public Hearing

If you are attending or speaking at a Board of County Commissioner (BCC) hearing, here are some things you should know:

- Please turn off your cell phone and all electronic devices. Do not just mute them. The meeting is recorded for video rebroadcast and the signals interfere with the recording equipment.
- Do not applaud, cheer, boo or disrupt the hearing. Give others the same courtesy you expect for yourself.
- At most public hearings, no sign-up sheets are required. However, in some cases, you may be asked to sign-up if you wish to testify. If so, a sign-up sheet will be located on the table outside the hearing room.
- You must be sworn-in prior to giving testimony. You may be asked to come forward and be sworn-in individually or stand and be sworn-in as a group if there are several people wishing to speak.
- Each individual is allotted three minutes to speak. A timekeeper will show you when your time is nearly up so you can swiftly conclude your testimony. Additional time may be allowed at the discretion of the BCC.
- Before speaking, please identify yourself by saying your name, spelling your last name and giving your address. Speak slowly and clearly into the microphone.
- If you are representing an organization, please state the name of your organization and provide the organization's address.
- Address the chairman with your comments and clearly state your position. The BCC may ask for additional information to address questions during the hearing or at the conclusion of all of the public testimony.
- Rather than repeating previous testimony on an issue, you can simply state you agree or disagree or you can submit your opinions in writing to the BCC for inclusion in the public record.
- Your testimony should be factual and based on your own experience rather than hearsay.
- Video of the meeting will be posted on www.jeffco.us after the meeting.

Your Guide to the Jefferson County Board of Commissioners Hearings



Visit us at www.jeffco.us

BCC Public Hearings

The Board of County Commissioners (BCC) holds public hearings to set policies and make decisions regarding land use, transportation, open space purchases, social service concerns, community development, law enforcement, libraries, public health and other vital county issues.

Regularly scheduled Board of County Commissioner meetings convene at 8 a.m. on Tuesdays in Hearing Room One of the Administration & Courts Facility, located at 100 Jefferson County Parkway.

The County Manager's Office publishes the regular meeting schedule and posts a copy by close of business on Fridays on the county's website and on the meeting board located outside Hearing Room One.

Minutes to all hearings are available online at www.jeffco.us, in either written document or audio and/or video file format. You also may obtain a copy from the Clerk to the Board's Office at 303-271-8166 for a minimal copying fee.



How The Agenda Works

The Board of County Commissioner (BCC) hearings have three parts: Public Comment, the Business Meeting and the Public Hearing, each of which are described below in more detail. It is BCC policy that individual public testimony is limited to three minutes, while representatives of homeowners associations and registered groups receive 10 minutes.

Public Comment Portion

The first item on the BCC agenda is public comment. During public comment citizens have up to three minutes to present their views on any county matters not included on the agenda. The BCC welcomes your comments, but please remember that public comment time is not for questions and answers; it is your time to express your views.

Business Meeting Portion

After the public comment period, the BCC conducts its business meeting. Agenda items are presented either on the business consent agenda or the business regular agenda.

Business consent agenda items consist of routine business matters that do not usually need further discussion by the BCC. Occasionally an item on the business consent agenda will be removed from that agenda by a commissioner for discussion. After a vote on the remaining business consent agenda items, the BCC will consider the removed item. The BCC is not required to take public comment on removed items, but may request additional information and input. The BCC may choose to hear the removed item if time permits, or may continue it to another date.

Business regular agenda items consist of business matters that may need further discussion by the BCC. Jefferson County staff may present an overview of the item and discussion with the BCC may follow. The chairman may allow public testimony at his discretion.

Public Hearing Portion

There are two parts to the public hearing agenda: the hearing consent agenda and the regular hearing agenda.

Items are listed on the *hearing consent agenda* because no testimony is expected. If a commissioner wishes to discuss an item or any member of the public wishes to testify regarding an item on the public hearing consent agenda, the item will be removed and considered on the regular hearing agenda. If time permits, the item will be heard on the same day. Otherwise, it will be continued to another date. Unless otherwise stated by the chairman, a motion to approve the hearing consent agenda shall include and be subject to staff's findings, recommendations, and conditions as listed in the applicable staff report.

Items on the *regular public hearing agenda* are announced by the chairman or the clerk to the board, at the chairman's discretion. Jefferson County staff will have up to 20 minutes to present the case, and then the applicant will have up to 20 minutes to present its case to the BCC. The chairman may permit questions from the BCC to staff or the applicant after each presentation. Following the staff and applicant presentations, public testimony from the public will begin. The chairman will specify the order of public testimony.

After all public testimony, the chairman will permit staff and the applicant to respond to the public testimony and questions. An item may be continued for a decision or further testimony. Otherwise, a vote will occur to approve or deny the case, to continue it, or to approve it with conditions.