



Your guide to the Jefferson County, Colorado Planning Commission Hearings

When attending a Planning Commission Hearing you will be taking part in your Jefferson County land use process. We truly want to hear from you and hope the following is informative and helpful.

The Jefferson County Board of Commissioners, are elected by the voters in Jefferson County and, as the legislative body of the County, are charged with making land use decisions. The Planning Commission is composed of volunteers who are appointed by the Board of County Commissioners. Your concerns and comments are important in our decision making process. Land use hearings are held each Wednesday. The 1st and 2nd Wednesday hearings start at 6:00 p.m. There is typically no hearing on the 3rd Wednesday of the month and the 4th and 5th Wednesday hearings start at 1:30 p.m.

Each case will be presented to the Planning Commission as follows:

- 1.** The secretary will announce the case.
- 2.** The staff (*case manager*) will present an overview of the case, analysis, evaluations, findings, and recommendations. They are limited to 20 minutes.
- 3.** The applicant(s) and/or representative (s) will come forward. Everyone wishing to testify will be sworn in. The applicant will give their testimony; this may include experts or witnesses chosen by the applicant. They are limited to 20 minutes.

4. The Planning Commission will ask any questions they have of staff.

5. The Planning Commission may ask questions of each witness as they finish their testimony.

6. When the applicant's speakers are finished, the Planning Commission will ask anyone else who wishes to testify in this case to please raise their hands. You must be sworn in before you start your testimony. Those people representing groups will be allowed to go first. They are limited to 10 minutes. The Chairman will then have each individual person step up, one by one, to the podium. They are limited to 3 minutes.

7. If you are going to testify, either "*for*", "*concerned*", or "*against*", please try to use these guidelines:

- * Do not repeat previous testimony. It is all right to simply say, "*I agree with the previous speaker.*"

- * Please address the Chairman and Commissioners at all times, not the applicant or case manager.

- * Base your testimony on your own experience, not hearsay.

- * Be as factual as possible.

- * Do not make personal attacks.

- * Document your testimony, if you wish, using reports, maps, photos, videos, etc. If you choose to use visual aids, they must be left with the secretary for the permanent case file.

- * If you have any questions of the applicant or staff please direct your questions to the **Commission** and they will make proper inquiries.

- * Proper decorum must be maintained in the Hearing Room. Clapping, booing, and audible sounds are not appropriate. Please give the **Commissioners** and those testifying the same courtesy which you expect from them.

8. The Planning Commission may ask questions of each witness when they finish their testimony.

9. After all "*other*" testimony has been given, the Chairman will permit the applicant/representative to respond.

10. A case may be continued for further testimony and/or decision. A decision may be an approval, denial, or approval with conditions.

At all times you will find the case managers willing to answer your questions and concerns and help in any way they can. We encourage you to contact the Planning and Zoning Department and case manager at (303)271-8745 to get information about any special use plat, land use or other rezoning applications which concern you or your neighbors before public hearings. This will help you to prepare factual testimony which supports your position.

The Planning and Zoning Department sends referrals to homeowner associations that are listed with the Department. If your association or organization would like to be included in this referral process, the appropriate forms are available from the Jefferson County Planning and Zoning Department front counter.