



**Boulder County
Land Use Department
Publications**

BOCC Guidelines for Land Use Hearings

Land Use Department
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Office Hours:

Monday — Friday 8 a.m. to 4:30 p.m.
Closed Tuesdays 8 to 10 a.m.

BOCC Guidelines for Land Use Hearings

Overview of the Hearing Process

1. Convening and introduction by the Chair
2. Commissioners' Site Visit impressions
3. Staff Presentation – Basic cases 10 minutes. Involved cases 20 minutes
 - a. Board questions
4. Applicant – 20 minutes (see below)
 - a. Board questions
5. Public Hearing – 3 minutes per speaker (see below)
6. Staff response to issues raised
7. Applicant response
8. Commissioners' discussion and decision

Applicant Presentations

1. Applicant presentations should be no longer than 20 minutes. Planners will notify the applicant of this requirement at the time a hearing with the Commissioners is requested.
2. If the applicant wishes to exceed 20 minutes, he/she needs to notify the planner as soon as possible. Requests will be forwarded to the Commissioners for their consideration at the next agenda PMI. If the Commissioners decide to grant an extension of time and the scheduled date/time for the hearing does not allow for it, the applicant may be asked to reschedule, rather than inconveniencing other applicants who already have been scheduled for that day.
3. At the beginning of the meeting, the chair of the board will remind the applicant of the time allotted for the presentation. The presentation will be timed, so the applicant knows when time is running out.
4. The presentation time does not include any questions from the Board and the time it takes to answer them. Commissioners will attempt to hold their questions until the applicant has finished presenting. If a question is asked during the presentation, the timer will be stopped and restarted after the question has been answered.
5. If the applicant exceeds the allotted time, the chair may interrupt and end the presentation, at the chair's discretion.
6. Requests by the applicant to extend the presentation time on the day of the hearing may only be granted with an affirmative vote of the Board.

Public Hearing

1. Comments are generally limited to three minutes, unless otherwise determined by the Board of Commissioners.
2. Presenters may pool time, at three minutes per person, so long as everyone who is pooling time is present at the time of the presentation.
3. Any organized groups are allowed to present first, with rules for pooling time to be followed.
4. The presentations will be timed, so that the presenter knows when time is running out.
5. The presentation time does not include any questions from the Board and the time it takes to answer them. Commissioners will attempt to hold their questions until the presentation is finished. If a question is asked during the presentation, the timer will be stopped and restarted after the question has been answered.
6. If the presenter exceeds the allotted time, the chair may interrupt and end the presentation, at the chair's discretion.
7. Once everyone has had the chance to speak, the chair may open the hearing for additional comments from those who have previously presented, at the chair's discretion.