

## HOW IS A DECISION MADE?

After hearing all testimony, the Board deliberates, makes a motion, and votes on the motion. The Board must remain objective and evaluate each item based on its compliance with the applicable standards of the Land Use Code and information presented at the hearing.



At the end of the hearing, one of the following decisions will be made by majority vote:

- approval,
- approval with conditions,
- denial, or
- continuation to another meeting.

The Planning and Zoning Board also makes recommendations to City Council regarding annexation, zonings, Land Use Code amendments, and land use plans. The Board's recommendations and meeting minutes are passed along to City Council.

## WEB TOOLS

### Citizen's Role in Development Review

A handy guide for citizen participation.  
[fcgov.com/CitizenReview](http://fcgov.com/CitizenReview)

### Development Proposals Under Review

A searchable table of current proposals.  
[fcgov.com/DevelopmentProposals](http://fcgov.com/DevelopmentProposals)

### This Week in Development Review

Subscribe to this weekly email service.  
[fcgov.com/WeekReview](http://fcgov.com/WeekReview)

### Planning & Zoning Board

Here, you'll find minutes, agendas, videos and more.  
[fcgov.com/PlanningZoningBoard](http://fcgov.com/PlanningZoningBoard)

## HOW DO I APPEAL A DECISION?

Decisions on agenda items for which the Planning and Zoning Board is the final decision maker may be appealed to City Council within 14 days of the date of a decision.

### **IMPORTANT, appeals are based solely on the information that is part of the hearing record.**

This includes the testimony at the hearing and comments submitted prior to or at the hearing. Therefore, it is important to make sure all comments are submitted prior to, or during, the Planning and Zoning Board hearing so any comments are a part of the record to be considered during an appeal.

The City Clerk has appeal guidelines to assist citizens with making an appeal. For more information about appeals visit [fcgov.com/Appeals](http://fcgov.com/Appeals) or call 970-221-6515.

## WHO IS THE PLANNING & ZONING BOARD?

Members of the Planning and Zoning Board are citizen volunteers. They welcome your participation in their reviews and value your opinions. Your input can assist boardmembers as they consider development proposals or policy recommendations.



**Development Review Center**  
281 North College Avenue  
970-221-6750  
[fcgov.com/DevelopmentReview](http://fcgov.com/DevelopmentReview)

# Planning and Zoning Board Meeting Guide

**FOR PUBLIC PARTICIPATION**



City of  
**Fort Collins**

[fcgov.com/PlanningZoningBoard](http://fcgov.com/PlanningZoningBoard)

# Planning and Zoning Board Meeting Guide

FOR PUBLIC PARTICIPATION

## WHY IS THE AGENDA SO IMPORTANT?

Where an item/project is listed on the agenda affects if and how it is discussed as well as if public comments are allowed. It is important to read the agenda prior to the hearing to know when it is your turn to speak. Read on to find out more.

## HOW DO I GET A MEETING AGENDA?

First things first, get the agenda. One week before the meeting, you can get a copy by:

- downloading it from [fcgov.com/PlanningZoningBoard](http://fcgov.com/PlanningZoningBoard),
- stopping by the Development Review Center at 281 North College Avenue during business hours, or
- reading "Legal Notices" section in The Coloradoan newspaper.

One hour prior to the meeting, agenda copies are available on the table outside the meeting room.

## WHAT'S THE MEETING OR HEARING FORMAT?

The meetings and hearings typically follow this order of business:

1. Roll Call
2. Agenda Review
3. Citizen Participation (for non-agenda items)
4. Consent Agenda
5. Discussion Agenda
6. Other Business

## WHEN ARE MY OPPORTUNITIES TO SPEAK?

Your opportunities to speak about your item or project is dependent on **where** your item is listed on the agenda or if on the agenda at all.

- A. Your item is NOT listed under any agenda.**
- B. Your item is listed under CONSENT Agenda.**
- C. Your item is listed under DISCUSSION Agenda.**

## A. YOUR ITEM IS NOT ON THE AGENDA

After Roll Call and Agenda Review, time is set aside for the public to speak to the Board about **items not specifically listed on any agenda.**

Depending on the number of people wishing to speak, the Chair will set a maximum amount of time for each speaker.



## B. YOUR ITEM IS ON THE CONSENT AGENDA

Items on the Consent Agenda are considered to have no known opposition or concern, and are considered for approval as a group of items. The use of a Consent Agenda allows the Board to spend more time on items controversial or on items requiring more discussion.

**If an item is on the Consent Agenda, no presentation or discussion is given, UNLESS it is PULLED to the Discussion Agenda.** At the start of the Consent Agenda period, the Chair will ask if anyone wishes to "pull" any items for discussion. Anyone present may request an item be "pulled" and moved to the Discussion Agenda.

"Pulled" Consent Agenda items are moved to the Discussion Agenda.

## C. YOUR ITEM IS ON THE DISCUSSION AGENDA

Specific time for public input is set aside for each item on the Discussion Agenda.

Each Discussion Agenda item begins with the applicant's presentation of their item to the Board.

Next, City staff presents any additional relevant information, and responds to any statements or evidence presented by the applicant.

Public comments are invited after the presentations and after questions from the Board are answered. This allows the public a chance to include any items discussed by the Board, staff or the applicant in their comments.

**The chair may allow a group to designate a spokesperson to present a longer presentation.** For more information on this option, it is helpful to contact the proposal's staff planner or the Neighborhood Development Review Liaison by calling 970-221-6750.

After all public testimony is complete, the Chair will seek answers to questions raised from the applicant or staff.



## WHAT ARE SOME SPEAKING GUIDELINES?

- At the beginning of any public comment period, the Chair announces how long each person may speak. Three minutes is frequently the time allowed.
- Please step up to the podium so the Chair can recognize your comments.
- Before you speak, please sign in at the podium.
- Begin speaking by stating your name, address and whether you favor or oppose the item/project.
- Focus on being clear and concise; comment on ideas, not people.
- When the light on the podium turns yellow, you have 30 seconds left. When it turns red, you must conclude your comments.
- You may provide eight copies of your written comments for the board to consider at or before the meeting. If before, please give them to the staff planner listed for the agenda item.



Planning and Zoning Board hearings are televised and recorded on the City's channel, Cable 14.

To see recent hearings, visit [fcgov.com/PlanningZoningBoard](http://fcgov.com/PlanningZoningBoard). For older hearings, check out the archives on [fcgov.com/Cable14](http://fcgov.com/Cable14).