

**Planning and Zoning Commission  
Rules of Procedure  
Public Participation**

Land Use Code Section 2.2.7(B)(1) states:

*Rights of All Persons.* Any person may appear at a public hearing and submit evidence, either individually or as a representative of a person or an organization. Each person who appears at a public hearing shall state their name, address and, if appearing on behalf of a person or organization, the name and mailing address of the person or organization being represented.

The Fort Collins Planning and Zoning Commission (“Commission”) encourages members of the public to comment on matters before the Commission. Members of the public may comment **prior** to the public hearing by providing comments in writing. (Procedures are contained on the Commission’s website: <https://www.fcgov.com/cityclerk/boards/planning-zoning>.) Members of the public may also comment as **part of** the Hearing.

For comments that are a part of the Commission’s hearing, the agenda will provide two opportunities for comment:

Issues or non-quasi-judicial items **not** on the Commission’s Discussion Agenda

For issues not listed on the published discussion agenda of the Commission, public comment will be held after the review of the agenda. Public comment regarding quasi-judicial items that are either on the agenda or may come before the Commission for a decision may not be provided at this time but should be provided when the item is reviewed by the Commission at a public hearing. Quasi-judicial items require the Commission to decide whether a particular development proposal complies with the Land Use Code requirements and should be approved. Examples include Overall Development Plans, Project Development Plans, Major Amendments, appeals of Basic Development Review decisions, and Site Plan Advisory Review. For quasi-judicial items on the consent agenda, limited public comment may be allowed at the presiding member’s discretion but generally, the item should be removed from the consent agenda for discussion.

***Time Permitted for Comments:***

- Comments are generally limited to three minutes per speaker. Time will be monitored by staff using a timer. The chair of the Commission, at their discretion, may extend the time allocated for a comment based on their assessment of the benefit of the comment.
- In situations where members of the public share a comment (normally, residents of a common neighborhood), such members of the public may assign one individual to comment for the group (“the group”).
  - Such requests for a group comment and time extension should generally be made in advance of the meeting. Requests should be submitted to the individual identified on the Commission’s website. The request will be reviewed with the chair of the Commission. The chair of the Commission, at their discretion, will set a reasonable time greater than three minutes for the group’s comments.
  - Members of the group, including their addresses, must be provided before, or at the time, comment is made.
  - Members of the group must attend the hearing, either virtually (phone or webinar) or in person.
- In their discretion, the chair may **limit** the time allocated to each commenter in the interest of an orderly and timely agenda while respecting the rights of all persons to appear at a public hearing and submit evidence.

### Items on the Commission's Discussion Agenda

For items on the Commission's discussion agenda, public comment will be held after the applicant's and city staff's presentations. The chair of the Commission (or vice chair, in their absence) will explain the comment procedures, including the order of comments to be heard (in person, virtual meeting, and telephone).

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