



Eagle County Public Meeting and Hearing Procedures
For Board of County Commissioner Meetings and Hearings
Revised August 2022

I. Regular and Special Meetings of the Board and Public Hearings

Regular and special meetings of the Board of County Commissioners (“Board”) will be held each week in the Eagle County hearing room, the Holy Cross meeting room, the El Jebel hearing room, or virtually, depending on availability or the Board’s preference.

Public hearings on land use files, liquor licenses, and other matters requiring a quasi-judicial hearing are held as noticed and scheduled. All meetings and hearings will be televised and recorded and available on www.ecgtv.com or livestream on the Eagle County Government Facebook page. Members of the public may attend public meetings and hearings in person or virtually and may provide public comment at appropriate times. Those who do not intend to provide public comment are encouraged to watch public meetings and hearings using the streaming options provided above, to avoid potential bandwidth issues. Staff and applicant teams are expected to appear in person for all quasi-judicial hearings.

A. General Rules of Decorum

1. All persons attending public meetings and hearings are expected to behave in a professional and civil manner. The Board Chair reserves the right to require persons violating the rules of decorum to leave the hearing room.

2. Outbursts and interruptions from any person in the hearing room, including shouting, clapping, booing, or other disrespectful or disruptive reactions to the proceedings are prohibited.

3. All comments from the public shall only be made by speakers who have been recognized by the Board, and shall only be made to the Chair. No comments or questions shall be directed to staff, an applicant or presenter, or other members of the public.

4. All comments from the public shall only be made by persons speaking into the microphone at the lectern or virtually after they have identified themselves on the record. The proceedings are recorded and comments made away from the microphone are inaudible and cannot become part of the official record.



II. Public Comment for Public Hearings on Land Use Files, Liquor Licenses, and Other Matters Requiring a Quasi-Judicial Hearing

Decisions on land use applications and other quasi-judicial matters must be based only upon the evidence presented at the public hearing. The Board is therefore unable to respond to substantive questions or discuss the merits of files and applications with the public prior to the scheduled hearing. Instead, members of the public are asked to submit public comment according to the following procedures:

A. Virtual and In-person Public Comment. Public comment on land use, liquor license, or other matters requiring a quasi-judicial hearing may be opened by the Board, the Permit Authority, or Liquor Licensing Authority, as appropriate, during the public hearing.

1. Virtual Public Comment. Members of the public who would like to provide virtual public comment via livestream video or audio during the public comment period may join the public hearing via a meeting link found on the Eagle County website under the Planning Department Active Land Use Application page and on the meeting agenda in Boarddocs.com. Those providing virtual public comment will also be asked to enter their name and address on a virtual sign-in sheet. Each person joining the meeting or hearing virtually may provide up to three minutes of public comment during the public comment period.

The County is not responsible for the technology, cell phone service, or internet connections used by members of the public who wish to provide virtual public comment. Technical difficulties are not uncommon, and if there is a power outage, or disruption of phone or internet service, it may not be possible to join the meeting or hearing or to provide virtual public comment. Members of the public are therefore encouraged to provide public comment in person or in writing to ensure receipt of their comments.

2. In-person Public Comment. Public comment may be provided in person during the public comment period of a public meeting or hearing. Members of the public who wish to speak in person are required to sign their name and address on the sign-in sheet at the lectern. Each person who appears in person may provide up to three minutes of public comment.

3. Order of Speakers. Virtual or in-person public comment will be taken following the opening of public comment at the Chair's discretion.



4. Repetitive and Redundant Testimony. Speakers are encouraged to state their agreement with the testimony of a previous speaker rather than providing repetitive and redundant testimony. The Board Chair, at its discretion, may limit the presentation of testimony or evidence that is found to be irrelevant, immaterial or unduly repetitious.

5. Ceding Time. At the discretion of the Board, a speaker who is representing other members of the public may receive a maximum of twelve (12) minutes to address the Board (based on ceded time from up to 3 additional speakers). To receive the maximum allotted twelve (12) minutes, all group members must be signed up to speak virtually or be present at the Board meeting to cede their individual 3 minutes of speaking time to the group spokesperson. The time limitation applies regardless of whether the spokesperson is a consultant, attorney, or other representative, or a member of the public.

B. Written Public Comment. Written public comment will be received on all files and applications until the close of the public comment period. Written public comment must be submitted to planningcomments@eaglecounty.us. If comments are sent to other email addresses, including Commissioner email addresses, the comments may not be received in adequate time for consideration. Public comment will be posted on Boarddocs.com and the County website, and provided to the Board at appropriate times.

Members of the public are encouraged to submit written public comment prior to the start of a scheduled meeting or hearing to allow adequate time for review and consideration of the comments by the Board. At the close of public comment, the Board may take a short recess so that staff can confirm whether any new public comment was received at the planningcomments@eaglecounty.us email address following the start of the hearing and prior to the close of the comment period. If new emails have been received, the Board may take a longer recess to review the new public comments, and, if necessary, continue the hearing to ensure there is adequate time for review and consideration of the new public comment.

The official record for planning commission hearings is separate from the official record for Board hearings. Accordingly, public comment submitted for planning commission hearings will not be transferred over to or submitted to the Board. To ensure receipt and consideration of public comment, please submit separate public comment for hearings before the planning commission and the Board.



C. Close of Public Comment. No in-person, virtual, or written public comment will be accepted or considered or included in the public record after the time the Board closes the public comment period except for good cause shown. If a hearing is continued after public comment is closed, the Board may re-open public comment at appropriate times at the continued hearing.

D. Unacceptable forms of Public Comment. The following forms of public comment will not be accepted or considered or included in the official record for a hearing:

1. Videos and Presentations. Public comment in the form of video submissions and live presentations of electronic audio-visual platforms, such as Powerpoint or Google slides, are not permitted, and will not be considered or become part of the official record for a hearing. However, a hard copy or printout of an electronic platform or presentation, such as Powerpoint or Google slides, may be submitted to the Board in the form of written public comment.

2. Social Media. Comments made on social media, including Facebook, Twitter, Instagram, TikTok, or any other social media platform will not be considered and will not become part of the official record for a hearing.

3. Voice Messages. Voice messages containing public comment which are left for Commissioners or Community Development Department or other staff will not be listened to or considered and will not become part of the official record for a hearing.