



PUBLIC HEARING PREPARATION

Pre-Meeting Procedures:

3 Weeks prior to meeting (City Council Only):

- Agreements finalized if applicable - Executed Pages and All Final Exhibits shall be sent to planner 3 weeks prior to the meeting unless otherwise specified .

2 weeks prior to meeting:

- Applicant must sign and return the Public Hearings During Emergency Waiver (see following pages) agreeing to conduct the public hearing virtually to the planner. (Does not apply to concept review)
- Applicant must pick up the public hearing sign.
- Planner will provide the applicant with the letter or postcard in pdf format that is to be used for the public notice mailing.

10 Days prior to meeting:

- Applicant shall meet all applicable public notice requirements for mailed notices and sign posting (see following pages)
- Staff submits the legal notice to the local newspaper, if applicable.

Tuesday prior to meeting:

- Applicant shall email Broomfield Planner with a list of names and email addresses for anyone on their team who will be attending the virtual meeting and may need to present, answer questions, or provide information. If a team member will be attending the meeting via phone, provide the phone number that will be used by that person.
- A slide presentation that is compiled into a single pdf is recommended for the virtual meeting. Please email the presentation to the Broomfield planner who is assigned to the project.

Friday prior to meeting:

- The Broomfield Planning staff will provide an email that includes a link to the meeting agenda and the Zoom access information for the public hearing.

MEETING PROCEDURES

Although the meeting will begin at 6:00PM, please log into the Zoom Meeting at 5:40 PM to allow Broomfield staff to check you into the meeting.

- You may be listed as an “Attendee” of the meeting and not able to speak or present until your item is heard. Once your item is considered, you will be moved by the meeting moderator to a “Presenter”.
- Mute your microphone until you are asked to speak to minimize background noise.
- We request that you enable your camera function during your item if possible. You are welcome to disable your camera at other times during the meeting.

The meeting will follow typical public hearing process:

- Be prepared to respond to questions from the public and elected/appointed officials during your hearing.
- Make sure to unmute your microphone when needed.
- To request to speak, please use the “Raise Hand” function during the meeting.
- Broomfield staff will show your presentation. Please provide verbal cues when you need to advance to the next slide.
- If you need to highlight certain areas during your presentation, then we recommend adding numbers or letters to those areas since you will not be able to have a “pointer” during the presentation.
- It can be helpful to number your presentation slides in case you need to reference/go back to them during discussion.
- The Mayor or Chairperson will ask for the applicant response after all public comments have been completed. Please do not provide additional information or answer questions after each public comment unless specifically requested by the Mayor or Chairperson. However, you are typically able to answer questions directly to the Council or Commissioners individually as they are asked.
- If you start having technical issues during your presentation/responses or if Zoom provides a pop-up informing you that your connection is weak, please consider the following options:
 - Can someone else on your team with a stronger web connection can take over responses/presentations?
 - Turn off your video if you are having connection issues and move to audio only.
 - Mute your microphone when not in use.
 - Turn off the HD Video option.
 - Close out of unnecessary applications which may also be running on your computer.
 - Can others using your same connection to watch videos (such as Netflix) or playing video games temporarily stop their activity? This shared use can cause your connection to be a bit slower.

PUBLIC NOTICE REQUIREMENTS

Submit 10 DAYS prior to the public hearing:

- Record Property Owners Information* - Broomfield staff will provide the record property ownership information for properties within Broomfield (map, list and name/address labels).

If any record owners lie outside the City and County of Broomfield boundaries, the applicant must obtain information for those owners from another source (i.e., county of record or title company) and submit the map, list, and addresses together with the certificate.

The record owners must be determined not more than 60 days prior to the date notice is sent.

Submit an applicant-certified list of the record owners of the property the record owners of property within 1,000 feet (see note below) of the outer boundaries of the affected lot(s) and/or tract(s).

- Completion of Mailing* - Staff will provide applicant with a PDF for a postcard or letter to utilize for the mailing a minimum of two weeks prior to the hearing. It is the applicant's responsibility to print and mail this notice as follows:
 - Postcard or letter must be mailed first class mail.
 - All applicants need to provide a mailed notice to the project planner.
 - Please use the City and County of Broomfield, Planning Division in the return address for mailings using an envelope.
 - The mailing must occur at least 10 days prior to the meeting, but it is highly recommended to mail notices 15 days in advance.

Sign Posting:

Signs must be in place at least 10 DAYS prior to the hearing date and are required for public hearings and concept review. The Planning Division will provide completed Public Hearing signs for posting on the property or on a public right-of-way by the applicant (no posting stakes are provided).

- please coordinate an alternative time with Nannette Makin (nmakin@broomfield.org) to pickup your sign .
- All posted signs shall be removed by the applicant within 48 hours after the hearing.
- Sign must be posted so that it is visible from an adjacent street.

Certificate of Public Notice:

- A signed certificate of public notice must be provided to staff after the completion of the mail notice and sign posting (see following page)

PROJECT NAME: _____

AFFIDAVIT - NOTICE REQUIREMENTS

Meeting Type:

- ___ Neighborhood Meeting, held on _____ (date)
- ___ Concept Review Meeting, held on _____ (date)
- ___ Planning and Zoning Commission Meeting, held on _____ (date)
- ___ City Council / BURA Meeting, held on _____ (date)

Notice Type: ('x' all that apply)

- ___ Mailing Notices, completed on _____ (date)
- ___ Sign Posting, completed on _____ (date)

As a representative of the applicant, I hereby certify that the notice requirements for this project, as specified above have been met. Mail notice has been provided to the property owners within _____ feet (1,000 foot minimum) of the outer boundaries of the subject property, and I have posted the notice on the property, as shown on the attached photos.

Signed _____

Print Name: _____

Important Notice Requirements:

- Mailings and sign postings must occur a minimum of 10 days prior to the meeting, but it is highly recommended to mail notices 15 days in advance.
- All applicants need to provide a mailed notice to the project planner.
- Please use the City and County of Broomfield, Planning Division in the return address for mailings using an envelope.
- Record owners must be determined as of not more than sixty days prior to the date notice is sent.
- Full list of notice requirements can be found in [BMC 17-52](#).

Attachments: (required)

- Map and/or photos of the notice sign(s) posted on the property
- Complete list of the property owners outside of CCOB limits within 1,000 feet (if applicable)

**PUBLIC HEARINGS DURING
EMERGENCY WAIVER**

Applicant,

For the health and safety of the community, the City and County of Broomfield is currently conducting City Council and all related board, commission and authority meetings by telephone or other electronic means of participation, such as video-conferencing (“Virtual Participation”). A copy of the Emergency Virtual Participation Rules of Procedure for City Council Meetings is enclosed for your reference.

As an applicant requiring a public hearing, you have the following two options (please mark one):

- Conduct the public hearing and any subsequent public hearings required by the City under the Emergency Virtual Participation Rules of Procedure for City Council with accommodations made for virtual public participation and waive any legal challenge to the hearing being conducted virtually. ;

or

- Suspend scheduling of the public hearing until such time as the local or statewide emergency is lifted and the City schedules a regular meeting at which a quorum will be physically present.

I acknowledge that should I elect to participate in a public hearing that is conducted electronically pursuant to enclosed Rules of Procedure for Virtual Participation, I will waive any legal rights of review, appeal, or protest relating to or arising from the electronic manner in which the hearing is conducted. I understand this consent is voluntary and is not required because the underlying public hearing could otherwise occur in person at a later date but for my request to have the hearing(s) conducted by electronic means.

An election to proceed as a Virtual Participant will not waive any legal rights of review, appeal, or protest relating to the substance of the application or any final determination made thereon.

This form must be provided to the Community Development Department a minimum of **[15 days]** prior to a virtual public hearing date.

Applicant Name: _____

Project/Business: _____

Signature: _____

Applicant Address: _____