

## Section 10-9-3.6 Public Meetings and Hearings PROCEDURE - PR

### A. Generally.

1. *Meetings and Hearings.* All public meetings and hearings related to applications in the Code shall be open to the public. However, not all decisions require public hearings. Therefore, recommendations and decisions that are authorized by this Code are classified as requiring a "public meeting" or "public hearing."
2. *Open Meetings.* All public meeting and public hearing business shall be conducted in accordance with the [State of Colorado Open Meetings Act](#) and other laws applicable to local public bodies.

**B. Procedures Requiring Public Meetings and Hearings.** Table [10-9-3.9.1, \*Development Review Summary\*](#), denotes the development review procedures that require public meetings and hearings.

### C. Neighborhood Meetings.

1. *Applicability.* As shown in Table [10-9-3.9.1, \*Development Review Summary\*](#), the applicant shall conduct a neighborhood meeting before submittal of the application and prior to a second submittal of plans for review.
2. *Procedure.*
  - a. ~~The applicant shall provide w~~ Written notice shall be provided as set forth in Section [10-9-3.5, \*Public Notice\*](#). Any costs incurred by the City will be reimbursed by the applicant
  - b. At the neighborhood meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, answer questions, respond to concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.
  - c. The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, and discussed issues related to the development proposal. The meeting summary shall be included or retained with the application materials and be made available to the public for inspection.

**D. Public Meetings.** Except for administrative decisions decided by staff, any application that does not require a public hearing prior to a recommendation or final decision requires a recommendation or final decision to be made during a public meeting.

**E. Final Action.** A decision-making body with authority to take final action on an application according to Table [10-9-3.9.1, \*Development Review Summary\*](#), may approve, approve with conditions or modifications, or deny an application.

### F. Approval with Conditions.

1. *Ability.* At a public meeting or hearing, a decision-making body may attach special conditions to any decision it is authorized to make in order to ensure that the intent of this Code will be carried out.
2. *Requirements.* Approval of an application with conditions requires that the specific conditions and reasons for such conditions be stated in the minutes of the meeting. Such conditions are binding upon the applicant.

**G. Continuing Review Process.** Applications decided upon at a public meeting or hearing may be subject to Section [10-9-3.7, \*Appeals of Application Decisions\*](#), through Section [10-9-3.8, \*Expired Approvals and Extensions\*](#).

(Ord. [18, Series of 2022](#))