

### **Participating in Planning Commission Public Hearings**

Any member of the public who wishes to participate in the Public Testimony portion of a Planning Commission Public Hearing may choose to do so utilizing one of the following methods:

- 1) Submit written comments in advance via email to [PCPubComm@westminster.co.gov](mailto:PCPubComm@westminster.co.gov) by 12 p.m. (noon) the day of the meeting. Written comments received by the deadline are forwarded to the Planning Commission after the deadline and become part of the permanent record. Written comments are not read aloud during the meeting. If the deadline has passed, you may submit your comments to the City Council for inclusion in the public record of the associated City Council meeting. Please visit <https://www.westminsterco.gov/citycouncil> for more information.
- 2) Leave verbal comments in advance by calling 303-706-3113 by 12 p.m. (noon) the day of the meeting. Recorded messages are limited to 5 minutes, and the system will disconnect automatically after the time limit is reached. All recorded messages are played back at the meeting in the order they are received;
- 3) Participate in-person during the live Planning Commission meetings. To participate in-person, you will sign up when you arrive for the evening's meeting at City Hall. No advanced registration for in-person comment is required or permitted.

**If you have questions or concerns, please contact the Planning Division at 303-658-2092 or via email at [planning@westminsterco.gov](mailto:planning@westminsterco.gov).**