

**RESOLUTION 2019-**  
**RESOLUTION ESTABLISHING PUBLIC HEARING GUIDELINES FOR**  
**TOWN COUNCIL MEETINGS**

**WHEREAS**, in 2015, Town Council provided staff with direction regarding speaking at public hearings during Town Council meetings; and

**WHEREAS**, Town Council finds individuals should be allowed to speak on items that are not on the agenda at the beginning of the meeting during Unscheduled Public Appearances and scheduled items under Public Hearings; and

**WHEREAS**, Town Council understands that there are subjects where numerous individuals wish to address Town Council; however, Council also wishes to respect those present for items scheduled on the agenda and to conclude scheduled Town business efficiently; and

**WHEREAS**, Town Council finds that limiting Unscheduled Public Appearances to 30 minutes at the beginning of the meeting with any remaining speakers that signed up prior to the 30 minutes expiring speaking at the end of the meeting after Town business has concluded is necessary and appropriate; and

**WHEREAS**, Town Council agrees that current residents of the Town should receive first priority when speaking before Council; and

**WHEREAS**, Town Council feels that non-resident representatives of current businesses within the Town of Castle Rock should receive second priority to address Town Council; and

**WHEREAS**, Town Council realizes that individuals that live outside of the Town limits and businesses outside of the Town limits may be affected or take interest in Town business and will be welcomed to speak following current residents and businesses of the Town.

**NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK AS FOLLOWS:**

**Section 1. Approval.** Town Council approves the following guidelines regarding Public Speaking during Town Council meetings:

Individuals may sign up at the beginning of the meeting to address Town Council on items not on the agenda during Unscheduled Public Appearances. Comments will be limited to three minutes per person. Comments will be taken for 30 minutes, and any remaining speakers that signed up prior to the expiration of the 30 minutes will be heard at the conclusion of Town business during Unscheduled Public Appearances at the end of the meeting. Priority will be given to current residents of the Town of Castle Rock, followed by non-residents who are representatives of current Castle Rock businesses, then non-residents or businesses outside of the Town of Castle Rock.

Individuals may sign up at the beginning of the meeting to address Town Council for any item on the agenda under Public Hearings. Comments will be limited to four minutes per person. Priority will be given to current residents of the Town of Castle Rock, followed by non-residents who are representatives of current Castle Rock businesses, then non-residents or businesses outside of the Town of Castle Rock.

The Mayor reserves the right to further limit comments, allow speakers to surrender their time to a representative, or to continue the discussion in the interest of time as deemed necessary.

**PASSED, APPROVED AND ADOPTED** this 1st day of October, 2019, by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

**ATTEST:**

**TOWN OF CASTLE ROCK**

\_\_\_\_\_  
Lisa Anderson, Town Clerk

\_\_\_\_\_  
Jason Gray, Mayor

**Approved as to form:**

**Approved as to content:**

\_\_\_\_\_  
Robert J. Slentz, Town Attorney

\_\_\_\_\_  
David L. Corliss, Town Manager