

Instructions for Public Comment Sign-Up or Recording

A person or representative of a group or organization intending to speak in-person during the public comment portion of the meeting shall be required to sign up prior to the beginning of the meeting. The sign-up sheet for public comment shall be available in the Office of the Board Secretary during the regular business hours of 7:30 am – 5:00 pm starting the day before the meeting; thereafter, it will be available in the Arapahoe Room of the Administrative Services Center from 5:00 pm to 6:00 pm.

Alternatively, a voicemail box has been set up to allow citizens to record public comments at its regular meeting. Citizens wishing to record their message are instructed to call (719) 549-7178 starting at 7:30 am the day before the meeting up until 12:00 pm the day of the meeting to record your comments. Each message is limited to a recording length of three (3) minutes. Only one recording per caller will be accepted and only the first five (5) voicemail messages received will be played publicly during the time reserved for public comments during the meeting. If there are five or fewer speakers who have signed up for in-person comment at the meeting, additional voicemail comments will be played up to an overall total of ten public comments. All messages will be time-stamped to ensure that they were received within the allowed time frame.