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## Town of Vail Planning and Environmental Commission Meetings

Use For Public Hearings

Please Follow This Sequence

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1. Open the Item
2. Presentation By Staff\*
  - a. Questions of Staff by the Commission
3. Presentation By The Applicant\*\*
  - a. Question of Applicant by the Commission
4. Open Public Comment\*\*\*
  - a. Given name and address for the record
  - b. All comments directed towards the commission/ No Q & A
  - c. Keep comments relevant to commission's decision without being repetitive
5. Close The Public Hearing To Public Comment
6. Closing Comments By Applicant\*\*\*\*
7. Closing Comments By Staff\*\*\*\*\*
8. Commissioner Comments
9. Motion and Vote

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\*Presentations from Staff should be 20 minutes or less

\*\*Presentations from Applicants should be 30 minutes or less

\*\*\*Public Comment may be limited to three (3) minutes per person

\*\*\*\*Closing Comments limited to 10 minutes



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## Types of Application and Associated Time Limits

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Variance	45 Mins
Conditional Use Permit (CUP)	45 Mins
Special Development District	120 Mins
Exterior Alteration	75 Mins
Minor Subdivision	45 Mins
Major Subdivision	60 Mins
Rezoning	75 Mins
Prescribed Regulations Amendment	60 Mins

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**Notes:**

Times of items are approximate, subject to change, and cannot be relied upon to determine what time the Commission will consider an item.

Public comment will be taken on each agenda item