

Town of Minturn
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Town Council
Mayor – John Widerman
Mayor Pro Tem – Earle Bidez
Council Members:
Terry Armistead
George Brodin
Brian Eggleton
Eric Gotthelf
Gusty Kanakis

HOW TO PARTICIPATE IN VIRTUAL TOWN MEETINGS WITH A PLANNED UNIT DEVELOPMENT APPLICATION HEARING SCHEDULED

To help control the spread of the COVID-19 virus, the Town of Minturn will conduct Council meetings and Planning Commission meetings virtually, encouraging public participation as usual. These efforts will keep the community, elected officials, staff and residents safe while continuing to conduct Town business.

The Town will be using a virtual meeting format for the Town Council and Planning Commission until further notice. This means no members of staff, Council, the Commission, or the public will be present in Council Chambers. The public may, however, participate virtually, and the instructions below are provided to describe the various ways in which the public may participate in virtual public meetings.

TO COMMENT IN ADVANCE

- To comment on the Planned Unit Development (PUD) application before the scheduled Planning Commission hearing, email Planner I Madison Harris by 5:00 p.m. the day prior to the meeting at: planner1@minturn.org.
- To comment on the Planned Unit Development (PUD) application before the scheduled Town Council hearing, email Town Clerk Jay Brunvand by 5:00 p.m. the day prior to the meeting at: treasurer@minturn.org.
- Use the Town's website at www.minturn.org to review agendas and meeting packets for both the Town Council and the Planning Commission. These can be found within the Town of Minturn Public Meetings Calendar.
- Public comment will continue to be encouraged and received on all PUD applications until the close of the public comment period. Public comment will be posted on the Town website, and provided to Planning Commission and Town Council at appropriate times. Members of the public are encouraged to submit written public comment by 5:00 p.m. the day before a scheduled meeting or hearing to allow adequate time for review and consideration of the comment. Comments received after this time will be accepted, but may not be reviewed prior to the meeting.

TO COMMENT DURING THE LIVE MEETING BY WEB OR PHONE

- Join the live meeting by registering via the link or QR code provided on the agenda through the Town of Minturn public meetings calendar located on the website www.minturn.org or public notice posted on the Pine St. and Boulder St. posting boxes at Town Hall.

- Registering will provide you with a web link that is unique to you and should not be shared as only one device can use it.
- The phone numbers and webinar ID number to call in and join the meeting are the same for everyone.
- You will be joined into the meeting and automatically muted.
- Public comment is not guaranteed to be opened during every meeting. There is a lot of information to get through that could take more than one meeting. Only after the applicant and Staff have made their presentations, and Planning Commission or Town Council have asked their questions and made their comments, will public comment be opened. **This is not guaranteed to occur during the first meeting.**
- When public comment is invited, participants will need to “raise their hand,” which is a command within the “participants section of the Zoom meeting menu and will be unmuted one at a time in the order that they have requested to speak and called upon by name by the host. (For example, the Mayor or meeting Chair may say: “Now is the time for public comment.”) The meeting host will then unmute and announce the name of the person wishing to speak. Once they are done, they will be muted again. Please keep background noise to a minimum.
- Public comment is limited to a five (5) minute time limit per speaker.
- **Please only join remotely if you intend to participate. If you wish to simply view the meeting, see below.**

TO VIEW THE MEETING

- Town Council: High Five Access Media replays on TV (see replay schedule): <https://www.highfivemedia.org/schedules> or via their website <https://www.highfivemedia.org/series/minturn-town-council>
- Planning Commission: Live streamed and archived on the Town of Minturn’s YouTube page. Please visit <https://www.youtube.com/c/Gominturn>. Click the channel and relevant video.
 - Due to an anticipated large viewing, and the limitations of the virtual meeting platform, the Town is making every effort to make these meetings as readily accessible to all who would like to view and/or participate.

HELPFUL TIPS FOR A GOOD VIRTUAL MEETING EXPERIENCE

- If joining through the web, log on 5 minutes before the start of the meeting, since some online products require downloads and installation.
- State your name and physical address when you speak.
- Turn off nearby cell phones, if you are using a computer to connect.
- Please use a headset or earbuds if using your cell phone for audio.
- Please limit distractions when possible. Be aware of background noise.
- **Please only use one device per household as the virtual platform does have a limit to how many people can join.**
- Video streaming is a relatively new technology. Some things to be mindful of when connecting with your computer/tablet or smart phone.

- If your computer/tablet or smart phone is older than 2015 it is recommended that you use a landline/standard telephone to dial into the virtual meeting number to ensure that you can hear the meeting clearly.
- Internet service minimum needs to be 40-50 Mbps for best results with a virtual meeting.
- Depending on the Internet speed and service in your neighborhood, the most reliable way to participate in the meeting is to call the phone number provided, rather than joining the meeting through the web link.
- Please contact Cindy Krieg at 970-445-2415 via phone or text, or events@minturn.org if you are having issues with the virtual meeting platform during the hearing.