

WASATCH COUNTY RESOLUTION 25-01

A RESOLUTION ADOPTING POLICY 155-003: PUBLIC COMMENT METHODOLOGY

WHEREAS Wasatch County has previously adopted policies and procedures some of which have been compiled into the Wasatch County Personnel Manual; and

WHEREAS said policies and procedures need updated from time to time to reflect changing state and local laws and decisions of the Wasatch County Council; and

WHEREAS the intent of the changes and amendments to said policies is to improve services provided to county residents, improve employee satisfaction and retention, and to continually improve and enhance the County's organization and structure; and;

WHEREAS the Wasatch County Council has reviewed the proposed amendments to the Wasatch County Policies and procedures manual; and

NOW, THEREFORE be it resolved, the Wasatch County Legislative Body hereby adopts and "Policy 155-003: Public Comment Methodology", attached hereto as Exhibit A, and hereby repeals any other County Wide policy which conflicts with this adopted amendment.

APPROVED and PASSED this _____ day of _____, 2025

Karl McMillan,
Wasatch County Council Chairman

Attest: Joey D. Granger,
Wasatch County Clerk/Auditor

VOTE

- Karl McMillan, Chairman _____
- Erik Rowland, Vice-Chair _____
- Kendall Crittenden _____
- Colleen Bonner _____
- Mark Nelson _____
- Spencer Park _____
- Luke Searle _____

EXHIBIT A



25 N Main | Heber City, UT 84032

Policy Number	155-003
Policy Category	County Council
Policy Title	Public Comment
Policy Description	Outlines acceptable and consistent ways for the public to provide comments during public meetings.
Version # (Revision Date)	V.01 (Date of council approval here)
Prior Version Date(s)	N/A

SUMMARY & PURPOSE

Wasatch County acknowledges its responsibility to conduct business in an orderly and open manner as required by law. It is the intent of this policy to outline the practices that facilitate and promote public comments by structuring the public comment procedures during council meetings.

I. DEFINITIONS

1. **RELEVANT TOPICS:** These are topics shared during a public comment that are germane to the items under consideration or fall within of areas of responsibility of Wasatch County including programs, projects, services, or events.

II. GENERAL CONDUCT

1. In order to fairly accommodate all interested parties and for the orderly completion of council agendas, the following activities are prohibited during council meetings and while making public comments:
 - a. Disruptive activity that disturbs or interferes with the meeting including but not limited to threatening or abusive or demeaning language, whistling, shouting, chanting, stomping, clapping, or any other distracting behavior that prevents council members from being able to focus on the agenda of the meeting.
 - b. Displaying signs that block the view or physical access of others at the meeting.
2. Members of the public who violate these prohibitions may be initially asked by the Chair to refrain from their disruptive behavior or may be asked to leave the meeting. If the individual refuses to comply with instruction provided by the chair, that person will be required to leave the meeting.
3. This requirement of civility and all regulations of this policy also extend to those members of the public who participate in the meeting electronically.

III. OPEN PUBLIC COMMENT

1. At the sole discretion of the Council Chair, Wasatch County Council may, but is not required to, allow time during a council meeting for open public

comments where members of the public share comments with the county council on subjects relevant to the county but which are not currently under consideration by the council and do not appear on the agenda.

- a. Individual comments are limited to 2 minutes unless extended by the sole discretion of the Council Chair prior to the start of the open public comment period.
- b. ~~Limit open public comments not to~~This section of the meeting may not exceed 15 minutes unless extended at the sole discretion of the chair.
- c. Speakers shall provide their name and general location of their residence.
- d. Public comments shall be limited to relevant topics. If a comment is deemed by the Council Chair to be primarily non-relevant topics, the individual may be required to limit the scope of or to end the comment.
- e. The county council is prohibited by law to take action on items raised during an Open Public Comment Period that are not otherwise on the Council's Agenda.
- f. The council is not required to respond to statements or questions in a public comment.
- g. Each individual is limited to one comment during the open public comment portion of the meeting and may not cede any of their time to extend another comment.

2. Written comments can be emailed in-advance of or following a meeting to PublicComment@wasatchcounty.gov, unless a statute, rule, or noticing provides for a different way of submitting a written comment.

IV. REGULAR AGENDA ITEMS

1. The council's regular agenda items are for council discussion and consideration.
2. Although council members may ask questions of any person present in a meeting, unless authorized by the Council Chair, public comments are not permitted during regular agenda items. Comments on regular agenda items should be directed to the council in an email to PublicComment@wasatchcounty.gov, unless a statute, rule, or noticing provides for a different way of submitting a written comment.
3. If the chair chooses to open a regular agenda item for public input, it is subject to the following restrictions:
 - a. The chair will set a maximum time allotted for public input.
 - b. Individual comments are limited to 2 minutes unless extended by the sole discretion of the Council Chair prior to the start of the public comment period.
 - c. Speakers shall provide their name and general location of their residence.
 - d. Public comments shall be limited to relevant topics. If a comment is deemed by the Council Chair to be primarily non-relevant topics, the individual may be required to limit the scope of or to end the comment.
 - e. The council is not required to respond to statements or questions in a public comment.
 - a-f. Each individual is limited to one comment during the open public comment portion of the meeting and may not cede any of their time to extend another comment.

V. PUBLIC HEARINGS

1. Items that are noticed as public hearings shall have a period allotted for public comment.

2. Items on for public hearings will first be presented as directed by the Council Chair. Following the presentation, the Council Chair will open the matter for public comment. Once opened the public may make comments at the designated microphone(s) in the order as outlined by the Council Chair.
3. Public comments during public hearings are subject to the following conditions:
 - a. Individual comments are limited to 2 minutes unless modified by the sole discretion of the Council Chair at the start of the public hearing.
 - b. Speakers shall provide their name and the general location of their residence.
 - c. Public comments are limited to points relevant to the item for which the public hearing is being held. If a comment is deemed by the Council Chair to be primarily non-relevant, the individual may be required to limit the scope of discussion or to end the comment.
 - d. The council is not required to respond to statements or questions issued during public hearing comments.
 - e. Each individual is limited to only a single comment on each public hearing item, unless extended by the sole discretion of the Council Chair and may not cede any of their time to extend another comment.
4. The Council Chair will declare the public hearing closed once anyone present has had an opportunity to comment.
5. Once closed, no further comments from the public will be permitted and only those invited by the Council Chair will be permitted to contribute to any further discussion.