



Court Reporter Policy

Last Revised: 12/11/2015

The Planning Commission meetings are normally recorded and transcribed by the Planning and Zoning Division staff. These transcripts are forwarded to the appropriate City Council Committee as part of the public record pursuant to Section 11.3-1 of the Aurora Zoning Ordinance.

Due to the meeting schedule, Planning Commission meetings are typically held on the 1st and 3rd Wednesdays of each month and City Council Committee meetings are held on the 2nd and 4th weeks of each month. For example, a Public Hearing at Planning Commission on the 1st Wednesday will typically be heard at the 4th Thursday Planning and Development Committee to allow for the transcription of the Public Hearing to be submitted to the Committee.

If a Petitioner requests to have their petition heard at the following weeks Committee meeting, they can contract with an independent court reporting service to expedite the transcription of the Planning Commission meeting minutes. If the Petitioner wishes to hire a third party court reporting service, the entire meeting must be transcribed and a PDF copy, hard copy and an ASCII disc of the meeting minutes provided to the City. That portion of the meeting concerning the Petitioners item(s) will need to be provided to the City, in PDF copy, hard copy and an ASCII disc, no later than 3pm the day following the Planning Commission meeting in order to be on the agenda for the next Committee meeting.

It is the sole responsibility of the Petitioner to secure and pay for the transcription of the entire proceedings (all petitions) that are scheduled at the Planning Commission meeting. These transcripts will become the official minutes of the entire meeting. The complete meeting transcript [one (1) electronic PDF version, one (1) printed hard copy and one (1) ASCII disc] must then be submitted no later than 3 pm the day following the Commission meeting in order for the Petitioners item(s) to be heard at the following weeks Committee meeting.