



**CLEAR CREEK COUNTY PLANNING COMMISSION
PC-17-2**

**RESOLUTION TO AMEND THE CLEAR CREEK COUNTY PLANNING
COMMISSION BYLAWS, POLICIES AND PROCEDURES**

WHEREAS, Section V of the Clear Creek County Planning Commission Bylaws, Policies and Procedures, states that the Bylaws of the Clear Creek County Planning Commission may be amended if deemed appropriate to further facilitate the document's purpose and efficacy;

WHEREAS, a proposal to amend the Bylaws of the Clear Creek County Planning Commission was made to include an adjustment of membership composition and quorum;

WHEREAS, the Clear Creek County Board of County Commissioners adopted a policy February 21st, 2017, stating that the Clear Creek County Planning Commission shall consist of seven (7) full members appointed by the Clear Creek Board of County Commissioners, at reception #283340;

WHEREAS, the subject amendment to the Bylaws of the Planning Commission reflects the Board of County Commissioners' adopted policy, at reception #283340, and would reduce the members needed to constitute a quorum, in order to assure consistent attendance and to avoid unnecessary problems with achieving a quorum during meetings;

WHEREAS, an amendment to the Planning Commission Bylaws is adopted only when no fewer than four (4) full members vote to approve it;

NOW THEREFORE BE IT RESOLVED, that the Clear Creek County Planning Commission hereby approves the subject amendment to the Clear Creek County Planning Commission Bylaws, Policies and Procedures, to adjust the Planning Commission membership from 7 full members and 2 associates, to 7 full members and no associates, and reduce the members needed to constitute a quorum from 4 full members, to 3 full members, as described in exhibit A of this document.

ADOPTED this 19th day of April, 2017 at a regular meeting of the Clear Creek County Planning Commission.

Russell Clark, Chairman

Attest:

Adam Springer, Secretary



Clear Creek County Planning Commission
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Clear Creek County, Colorado

I. Name and Authority

A. Pursuant to § 30-28-104, CRS the name of the organization that will abide by this set of bylaws shall be The Clear Creek County Planning Commission. The Planning Commission may also be called the “Commission” or “PC”.

B. The Planning Commission is organized, by state statute, for the purpose of making recommendations on land use cases to the Board of County Commissioners (BOCC), certifying zoning plans, and adopting the county master plan.

1. The Planning Commission is authorized to make recommendations to the Board of County Commissioners for the following (as provided in Clear Creek County regulations):

- a. Rezoning applications
- b. Subdivision applications
- c. Special use permit applications
- d. Special district service plan applications
- e. Land development applications (e.g., development review and official development plans)
- f. Designation of Areas & Activities of State Interest; and “1041” permits
- g. Zoning and Subdivision regulations
- h. Other items generated by the Planning Commission

2. The Planning Commission is authorized to certify:

- a. Zone Plans and amendments thereto

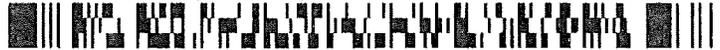
3. When authorized by the Board, the Planning Commission makes decisions on certain land use cases. However, the Board of County Commissioners may appeal or overturn any decisions.

4. The Planning Commission makes recommendations to the appropriate approval authority for Public Ways Review pursuant to § 30-28-110(1).

5. The Planning Commission adopts master plans and amendments thereto.

II. Duties and Privileges of Members and Officers

A. The Planning Commission consists of seven full members, all of whom are appointed by the Board of County Commissioners. Full members serve three year terms, with staggered terms. Commissioners must be residents of the county.



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- B. All full Planning Commission members are allowed to present, question, discuss, vote and propose a motion.
- C. For any matter for which the PC holds a public hearing, only members in attendance at all sessions of a public hearing, or who have listened to the tapes of those hearings they missed and signed the verification form, may participate and/or vote.
- D. The PC officers are the Chairman, the Vice Chairman and Secretary. All full members are eligible to be elected as Chairman or Vice Chairman.
- E. The Chairman shall:
 - 1. Call the meeting to order.
 - 2. Announce the business to come before the Planning Commission, following the agenda adopted by the Commission; may deviate from the order of business when a majority of the Commissioners do not object.
 - 3. Maintain order and expedite business; rule on matters of parliamentary procedure and do so impartially.
 - 4. Sign Planning Commission documents and execute documents on behalf of the PC.
 - 5. Be a member of all committees established by the Planning Commission.
- F. The Vice Chairman
 - 1. The Vice Chairman serves as the Chairman by assuming all responsibilities and duties in the event the Chairman is temporarily absent or there is a vacancy in the position.
- G. In the event both the Chairman and Vice Chairman are absent simultaneously, a special election shall be conducted to choose a temporary Chairman. The temporary Chairman will only serve for the duration of the Chairman and Vice Chairman's absence; provided that s/he may sign any resolutions and other documents approved while s/he was sitting as temporary Chairman. The secretary shall be responsible for conducting the election of a temporary Chairman.
- H. The Planning Commission Secretary shall:
 - 1. Not be a member of the PC, but shall be a member of the Planning Department staff.
 - 2. The secretary will attend all PC regular and special meetings and is responsible for recording and maintaining minutes thereof.
 - 3. The Secretary shall distribute to Planning Commission members meeting packets, consisting of the minutes from previous meetings, and materials



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for preparation for the next meeting. Packets should be distributed within a reasonable time before each scheduled PC meeting.

4. Approval of minutes will be done by a motion after they are presented by the Secretary. Corrections are made in the margins on the original copy, with corrected material being circled. Corrections are dated and initialed by the Secretary, and signed by the Chairman and Secretary at that time.

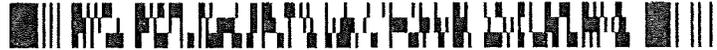
III. Meetings

A. Date, Time, and Place of Meetings – Additional Meetings - Meeting Cancellation

1. The Planning Commission regular meeting shall be on the third Wednesday of every month at the City Hall in Idaho Springs, Colorado at 6:30 p.m., unless otherwise stated. An additional meeting may be held on the first Wednesday of every month, or another suitable time, if there is business on the agenda from the previous meeting that was not addressed in the allotted time or if an additional meeting is desired by the PC to complete new business; these meetings must be established by motion approved by the PC.
2. The Planning Commission may cancel any regular meeting if one of the following occurs:
 - a. there is no quorum;
 - b. there is no business to be conducted;
 - c. scheduling conflicts arise;
 - d. inclement weather creates life-safety hazards; or
 - e. other similar circumstances arise which preclude the meeting from taking place.

In the event a Planning Commission meeting is cancelled, all Action items will be continued to the next regular meeting date at the same time of the day unless otherwise specified in the agenda.

- B. A quorum consists of three (3) members. Any meeting at which commission business is discussed between three (3) members is open to the public and public notice must be given in the manner established by the BOCC. A vote of a majority of members at a meeting at which a quorum is present shall be required to adopt a motion. If there is a tie vote, the motion is defeated.
- C. At the January regular meeting the Planning Commission will elect officers, including Chairman, Vice Chairman and Secretary, for one year terms. The term will begin upon final tally of election and end upon the completion of the election the following January.
- D. Commission members that will knowingly be unable to attend meetings shall



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inform the Commission Secretary, Planning Director or Chairman, if possible, 24 hours prior to the meeting in order for the quorum to be accurately determined.

- E. A simple majority of Planning Commission full members or the Chairman have the authority to schedule special or work/study session meetings as needed. The date, time and meeting place of special or work/study sessions will be determined by the Commission upon discussion of such meetings. Setting a special meeting shall be done not less than 24 hours before the meeting to commence. No formal action can be taken during work/study sessions.
- F. A Roundtable meeting with the Board of County Commissioners may be held at the request of either the BOCC or PC. Frequency may vary, however 1-3 times per year is preferable.
- G. The following is a guideline for the order of business during Planning Commission regular meetings:
 - 1. The chairman will call the meeting to order, noting the date, time and place of the meeting for the record and ask the Secretary for a roll call. Pledge of Allegiance is customarily spoken as part of opening a meeting.
 - 2. Special announcements, requests for personal electronic devices to be turned off
 - 3. Approval of agenda and minutes
 - 4. Unscheduled appearances
 - 5. Public hearing(s)
 - 6. Work Sessions
 - 7. Committee reports
 - 8. Adjournment
- H. Procedure for public hearing:
 - 1. The staff report is presented
 - 2. Commission members may ask questions of staff
 - 3. The applicant may make a presentation and/or add to the staff report
 - 4. Commission members may ask questions of the applicant
 - 5. Steps (1) and (3) may be reversed if warranted
 - 6. The chairman invites comment from the public, which may be limited to 3 minutes each speaker if there is a large number of speakers
 - 7. Chairman closes public comment
 - 8. Commissioners discuss and deliberate upon the application
 - 9. A motion to approve or to deny the resolution is made and seconded. In some cases resolutions for APPROVAL and DENIAL have been



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- prepared; at such times, a motion may be made to select one or the other.
10. The motion is deliberated. The resolution may be examined in detail and alternatives and amendments made.
 11. Chairman calls for a vote on the resolution
 - a. For every roll call vote on a motion, voting shall follow a random order.
 - b. In the event of a tie vote the measure will be defeated.
 12. Chairman votes last and announces the result of the vote

IV. Parliamentary Authority

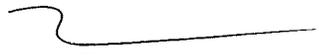
- A. Robert's Rules of Order Newly Revised, Tenth Edition shall be the parliamentary authority to the Planning Commission of Clear Creek County.

V. Amendments

Bylaws of the Clear Creek County Planning Commission may be amended if deemed appropriate to further facilitate the document's purpose and efficacy.

1. Amendments to the Bylaws of Clear Creek County's Planning Commission can be proposed by any member of the Commission.
2. An amendment to the bylaws is adopted only when no fewer than three (3) full members vote to approve it.

Amended this 15th day of February 15, 2017



Russell Clark, Chairman

8-16-17
(Date)

Attest:


Adam Springer, PC Secretary

8/16/17
(Date)