Title: Administrative Policy	Policy No.
Planning Commission	Part 2, Board Administration
	Chapter 2, Establishment of Appointed Boards
	Section 9
	Effective Date
	November 12, 2013
Policy Custodian	Adoption/Revision Date
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Adopting Resolution(s): CC13-423

References (Statutes /Resos/Policies): § 30-28-103, 30-28-104, 30-28-106, 30-28-110, 30-28-111, 30-28-116, 30-28-133, 32-1-202, C.R.S. 1973; CC96-177, CC04-104, CC07-156, CC08-167, CC11-349

Purpose: To establish the Planning Commission, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Planning Commission

A. Establishment

The Planning Commission was appointed by the Jefferson County Board of County Commissioners to act in accordance with the authority established in the Colorado Revised Statutes.

B. Membership

1. Composition

The Board of County Commissioners has established, through appointments, a Planning Commission consisting of up to seven (7) regular members and two (2) associate members pursuant to Section 30-28-103, as amended.

2. Tenure

The term of appointed regular members shall be three (3) years and that of associate members shall be one (1) year or until their respective successors have been appointed, but the terms of office shall be staggered by making appointments so that approximately one-third of the members' terms expire each year.

3. Appointments

The Board of County Commissioners typically appoints new members of the Planning Commission in March of each year, but the Board has the discretion to make appointments at any time.

C. Bylaws

The Planning Commission may adopt bylaws governing any aspect of its membership, meetings, and actions not inconsistent with policy or other law including Federal, State or other county policy, law, or regulation.

D. Meetings

1. Time. All regular meetings of the Planning Commission shall be held at times set in accordance with the Jefferson County Planning Commission Bylaws and applicable law.

2. Quorum

A quorum of the Planning Commission shall be five members. No official business of the Planning Commission shall be conducted without a quorum present.

E. Remuneration

All members of the Planning Commission shall be compensated for scheduled meetings and documented field trips at a rate to be established by the Board of County Commissioners.

F. Staff

There shall be a staff secretary to the Planning Commission who shall be responsible for attesting to all resolutions approved by the Planning Commission. The staff secretary shall be appointed and removed by the Director of the Planning and Zoning Division.