

Title: Administrative Policy Planning Commission	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 9
	Effective Date September 20, 2011
Policy Custodian Planning and Zoning Division	Adoption/Revision Date September 20, 2011

Adopting Resolution(s): CC11-349

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, CC 04-104, CC07-156, CC08-167

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. Responsibilities

1. The Planning Commission has the power to act as follows:

- a. Section 30-28-106, C.R.S. 1973, as amended, establishes that it is the duty of the Planning Commission to make and adopt a master plan for the physical development of the unincorporated territory of the county.
- b. Section 30-28-110, C.R.S. 1973, as amended, authorizes the Planning Commission to review and act upon site plans for public facilities and utilities and to review subdivision plats.
- c. Section 30-28-111, C.R.S. 1973, as amended, provides that upon order of the Board of County Commissioners, the Planning Commission shall make a zoning plan which includes the full text of the zoning resolution and the maps, and such plan shall represent the recommendations of the commission for the regulation of uses of land.
- d. Section 30-28-116, C.R.S. 1973, as amended, provides that the Planning Commission shall approve, disapprove or make suggestions to the Board of County Commissioners regarding any change to the zoning district boundaries and/or regulations.
- e. Section 30-28-133, C.R.S. 1973, as amended, provides that the Planning Commission shall develop, propose and recommend subdivision regulations.
- f. Section 32-1-202, C.R.S. 1973, as amended, empowers the Planning Commission to review and make recommendations on special district service plans.
- g. Act as authorized by the Board of County Commissioners in the Jefferson County Zoning Resolution and Land Development Regulation.
- h. Take all other actions as may be authorized by law.

2. 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.

3. Meetings

- a. All regular meetings of the Planning Commission shall be held at times set in accordance with the "Jefferson County Planning Commission Procedures."
- b. All Planning Commission meetings shall be open to the public, except as otherwise authorized by law.
- c. Voting
Official action of the Planning Commission shall be taken by Resolution. A Resolution shall carry upon the affirmative vote of a majority of the qualified members present. No proxy votes shall be allowed.
- d. 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. The Planning Commission may adopt bylaws governing any aspect of its membership, meetings, and actions not set forth herein or governed by Federal, State or other county policy, law, or regulation.

4. 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.

C. Membership

1. Composition

- a. The Board of County Commissioners has established, through appointments, a Planning Commission consisting of up to 9 regular members and 3 associate members pursuant to Section 30-28-103, C.R.S. 1973, as amended.
- b. The Board of County Commissioners may appoint associate members who, in the event any regular member is temporarily unable to act owing to absence from the County, illness, or any other cause, may take the place of said regular member.

Associate members are not allowed to vote on any matter except election of officers, unless a regular member is absent or disqualified and the associate member is qualified and authorized to act in place of that absent member or disqualified member at that meeting.

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. Vacancies
Vacancies on the planning commission shall be created by an appointed member's resignation, expiration of term, incapacity or death, or removal from office by the Board of County Commissioners.
4. Conflict of Interest
Conflicts of interest shall be handled in accordance with the Planning Commission's Bylaws.