

CITY OF GOLDEN

PLANNING COMMISSION BY-LAWS

The City of Golden Planning Commission shall be comprised of seven (7) regular members and one alternate member who reside within the City of Golden. All members shall be appointed by the Mayor of the City and confirmed by a majority of the Council.

Planning Commission terms shall be for a period of four years, until their successor takes the position. Should a Planning Commission position be vacated before the term is completed, the newly appointed successor shall serve out the unexpired term of the vacated position.

1. The number of meetings per month and a schedule of meeting dates shall be established, and may be altered or changed, at any regularly scheduled meeting. One regular meeting date is scheduled for the first Wednesday of each month at 6:30 P.M. in Council Chambers. Regular study sessions are the third Wednesday of each month.

2. Additional meetings may be held at any time upon the call of the Chairperson or by a majority of the voting members of the Commission or upon request of the City Council, following at least a twenty-four hour notice to each member of the Commission, and 24 hours' notice is provided on the Planning Commission website in advance indicating topic, location, and planned attendees. These meetings shall be considered study sessions, and not quasi-judicial in nature, unless specifically designated for a public hearing that meets all applicable public notice requirements.

3. The Commission shall elect a new Chairperson and Vice Chairperson every twelve (12) months. The City Clerk or designate shall be the Recording Secretary.

4. The duties and powers of the officers of the Planning Commission shall be as follows:

a. Chairperson

- ◆ Preside at all meetings of the Commission;
- ◆ Call special meetings of the Commission in accordance with the Bylaws;
- ◆ Sign documents of the Commission;
- ◆ See that all actions of the Commission are properly taken.

b. Vice Chairperson

- ◆ During absence, disability, or disqualification of the Chairperson, the Vice Chairperson shall exercise or perform all of the duties and be subject to all of the responsibilities of the Chairperson.

c. Recording Secretary

- ◆ Keep the minutes of all meetings of the Commission in an appropriate minute book;
- ◆ Give or serve all notices required by law or by the By-laws;
- ◆ Prepare the agenda for all meetings of the Commission;

- ◆ Be custodian of Commission records;
- ◆ Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence;
- ◆ Sign official documents of the Commission;
- ◆ See that all documents are properly recorded.

5. All maps, plats and other matters are required by law to be filed in the Planning and Development Department.

6. Matters referred to the Commission by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the Commission after such reference, provided that an appropriate amount of time is allowed for public notice if required by law.

7. A majority of Commission members entitled to vote shall constitute a quorum for the transaction of business.

8. Reconsideration of any decision of the Commission may be had when any Commission member or interested party for such consideration makes a showing, satisfactory to a majority of the Commission, that without fault on the part of such party, essential facts were not brought to the attention of the Commission. New evidence should be presented within thirty (30) days at a scheduled regular meeting.

9. Robert's Rules of Order shall guide the Commission in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chairperson.

10. DEADLINE FOR THE AGENDA. Deadline for filing for placement on the agenda for applications for any actions requiring Planning Commission review shall be thirty (30) days prior to consideration by the Planning Commission. All documents shall be in the hand of Commission members' seven (7) days prior to the public meeting. Requests for continuance of matters scheduled for a particular agenda shall be in writing and filed with the Planning and Development Department eight (8) days prior to the meeting.

11. ORDER OF CONSIDERATION OF AGENDA ITEMS. The "City of Golden Planning Commission Public Meeting Form and Procedure" will normally be observed; however, it may be arranged by the Chairperson for individual times if necessary for the expeditious conduct of business.

12. DEADLINE FOR CONSIDERATION OF AGENDA ITEMS. All new agenda items shall be filed with the Planning and Development Department secretary by noon eight (8) days prior to the meeting.

13. DESIGNATION OF VOTING ORDER. Voting for individual cases in regular meetings shall be by verbal vote and the order of voting to be rotated each vote; the alternate member shall vote in the absence of a regular member. The presiding officer (Chair, Vice Chair, or other member) shall be last in voting order. Voting for agenda and organizational issues in regular meetings shall be by voice vote as a group, signified by Aye or Nay by each member.

14. Any member of the Planning Commission who has a conflict of interest or the potential of a conflict of interest shall comply with the legal disclosure requirements as listed below. Prior to meeting these disclosure requirements, Commission members may consult with the City Attorney to determine the appropriate procedure.

a. In the case of a conflict of interest, or potential conflict of interest where the Commissioner chooses not to participate, the Commission member should disclose the real (or potential) conflict of interest to the City Clerk and the Secretary of State at least 72 hours prior to the public hearing, in a manner suggested by the city attorney.

b. In the case of a potential (but not actual) conflict of interest where the Commission member wishes to participate, the Commission member should follow the disclosure procedures above, then state the disclosure at the public hearing and indicate that there is no actual conflict.

15. Each member of the Planning Commission who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Planning Commission, shall notify the secretary of the Commission at the earliest possible opportunity and in any event, prior to 5:00 p.m. on the day of the meeting, in the event that the projected absences will produce a lack of quorum.

16. The alternate member shall have a voice in all actions, but shall have no vote unless a regular member of the Commission is absent or is not participating due to a conflict of interest; in such case the alternate shall be called upon for a vote.

17. The Chairperson shall be an ex officio member of all committees with voice but no vote.

18. A member may serve no more than 24 months as Chairperson of any consecutive forty-eight (48) months.

19. The Vice Chairperson shall succeed the Chairperson if he or she vacates the office before the term is completed. A new Vice Chairperson shall be elected as soon as possible at a regularly scheduled meeting.

20. The By-laws may be amended at any regular meeting of the Planning Commission by a majority of the Commission, provided that notice of said proposed amendment is given to each member in writing at least four (4) weeks prior to said meeting.

21. The Commission shall annually provide input to the city manager on the Capital Improvement Program, and include at that time any proposed operating budget funding requests for studies to be completed in the next calendar year(s) or other projects related to the Commission's duties.