

Title: Administrative Policy Planning Commission	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 9
	Effective Date August 9, 2016
Policy Custodian Planning and Zoning Division and Board of County Commissioners	Adoption/Revision Date August 9, 2016/ February 2018

Adopting Resolution(s): CC16-319

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, CC13-423

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 (BCC) to act in accordance with the authority established in the Colorado Revised Statutes.

B. Membership

1. Composition

The BCC 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. All members shall be residents of Jefferson County.

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

a. The BCC typically appoints new members of the Planning Commission in September of each year, but the BCC has the discretion to make appointments at any time.

b. The BCC may remove an appointee to the Planning Commission for cause, including, without limitation, nonperformance of duty or misconduct. Prior to removal of any appointee, the BCC shall give the appointee a written notice of intent to remove, setting forth the reasons for the removal and a date at which the appointee may appeal the removal to the BCC. If the appointee

chooses to appeal the removal, the appointee will have the opportunity to discuss and answer the charges made in the notice of intent to remove. If the appointee does not appeal, or if upon appeal the BCC upholds the decision to remove, the removal shall be effective the date set for the appeal.

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 BCC.

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.