CITY OF GUNNISON
PLANNING AND ZONING COMMISSION
RULES AND REGULATIONS

ARTICLE I. Organization

1. Authority

The Planning and Zoning Commission of the City of Gunnison, Colorado, is governed by and has those duties and responsibilities authorized by the *City Charter*, Section 3.19, the *City of Gunnison Land Development Code*, as amended and the Colorado Revised Statues (*CRS*) §31-23-203 and §31-23-306 as amended.

2. Organization Title

The Planning and Zoning Commission is referred to herein as the Commission.

3. Council Reference

The City Council is referred herein as the Council.

ARTICLE II. Procedures

1. Regular Meetings

At least one (1) regular meeting shall be held each month of the year unless canceled by the Chairperson for lack of business. Regular meetings shall be open to the public and shall be for the purpose of conducting all business and performing all duties expressed in the *Gunnison City Charter*, Ordinances and pertinent portions of the *State Statutes*. Regular meetings will be held in the Council Chambers of the Municipal Building on the second (2nd) and/or fourth (4th) Wednesday of each month, unless a change in the regular meeting time and place shall be agreed upon by a majority vote, no less than one (1) week in advance of the meeting date. A record of all business actions shall be kept.

The order of business for each regular meeting of the Commission may include the following, so far as applicable, and not necessarily in the order listed:

a. Call to order and determination of quorum;

b. Meeting with unscheduled citizens about items which are not agenda items for that meeting;

c. Approval of minutes of previous regular meeting(s);

d. Scheduled development application(s), public hearings and work sessions. A public hearing may be continued to a time and date certain for a specific development application.

e. Work sessions on planning items unrelated to development applications.

f. Educational and training sessions by staff, and/or representatives of other local, state and federal agencies, video and audio conferences, or video tape presentations.

g. Reports by staff/Commission members.

h. Adjournment.

The Community Development Staff shall, within five days prior to a regular meeting, make its best effort to deliver to each Commission member copies of applications, reports, draft recommendations, and/or other materials related to agenda items scheduled for that meeting; members may also elect to pick up materials at the Community Development Department, or to receive the materials by telefax or electronic mail.

The Commission shall not consider new substantive material which is submitted by an applicant fewer than seven days prior to a regularly scheduled meeting, unless such material has been specifically requested by the Commission, or the Commission has otherwise specifically, and by majority vote, waived this requirement.

2. Special Meetings

Special meetings of the Commission may be scheduled from time to time as deemed necessary by the Chairperson of the Commission or by a majority of the Commission members. Such meetings shall have at least three (3) days' notice by e-mail, telephone, or hand delivery to each of the Commission members and shall be open to the public. Notice shall state the time, place, and item of business to be accomplished at the Special Meeting and the business transacted at the meeting shall not deviate from the notice. A record of all business actions shall be kept.

3. Work Sessions

Work sessions may be called from time to time as deemed necessary by a majority vote of the Commission at any time for the purpose of general discussion, preparation for regular or special meetings or other purposes as determined by the Commission. No official action may take place at these sessions.

4. Open Meetings

All Commission meetings shall be preceded by a notice and open to the public at all times in accordance with the *Colorado Sunshine Law*.

5. Electronic Communications Between Commission Members

Telephone or electronic mail message communications between Commission members shall not occur. A Commission member wanting to communicate to other members shall only communicate to the Community Development Department, who will disseminate the information to the Commission as part of a formal meeting packet. The discussion item may be addressed as a formal agenda item at a scheduled meeting.

6. Quorum and Voting

A quorum of the Commission shall consist of four (4) regular voting members. Each regular member appointed by the Council, shall have one (1) vote. For the purpose of conducting business, a majority vote of those members in attendance and qualified to vote shall be required, unless more stringent requirements for such business are specified in the Gunnison City Charter, Ordinances or pertinent portions of the *State Statutes*. A member shall refrain from voting if the member would stand to gain personally from the decision being acted upon. Once a member has disqualified himself/herself from voting on an issue, he/she must also refrain from participating in any discussion regarding the issue.

7. Meeting locations

Regular meetings of the Commission are conducted in the City Council chambers of the Gunnison Municipal Building, or at any other place agreed upon by the members or which the Community Development Department staff determines to be a site which can reasonably and most conveniently accommodate the public.

8. Adjournment

Meetings may be adjourned at any time by a majority vote of the members present.

ARTICLE III. Officers and Members

1. Officers

A Chairperson and a Vice Chairperson shall be elected by a majority vote of the Commission members at the first regular meeting in June and shall have all rights to voting as described in the rules and regulations. The terms of the Chairperson and Vice Chairperson shall be one (1) year with eligibility for reelection.

The Chairperson shall be the executive officer of the Commission and shall sign all documents that are voted upon or approved by a majority of the members present during a regular and/or special meeting.

The Vice Chairperson shall be empowered with the same duties and the authorities as the Chairperson in the absence of the Chairperson.

2. Secretary

A Secretary to the Commission shall be appointed by the Council and shall perform the following duties:

a. Issue notices and agendas in a timely manner for all Special and Regular meetings.

b. Record minutes of all regular and special meetings and maintain a record of the proceedings.

c. Maintain a file of all documents, correspondence, etc., pertaining to Commission business.

d. The Secretary may appoint an assistant or a substitute in case of absence.

All documents, minutes, and files shall be kept open to the public by the Secretary during the normal business hours at the Community Development Department.

3. Removals and Vacancies

Members serve at the pleasure of the Council and may be removed from the Commission by the Council for neglect of duties, malfeasance in office, or other due causes as determined by the Council. Vacancies shall be filled by the Council according to provisions in Section 3.17 of the *Gunnison City Charter*. Vacancies filled for unexpired terms shall terminate at the established expiration dates. Vacancies filled for expired terms shall be for five (5) years. The Commission shall advise Council and request a replacement, in writing, for any member(s) who is/are absent from three (3) consecutive regular, special or work session meetings.

4. Duties

The Commission shall perform all duties and possess all powers described in Section 3.19 of the *Gunnison City Charter*, the *City of Gunnison Land Development Code* and pertinent provisions of §31-23-203 and §31-23-306, *CRS* 2011 as amended.

5. Compensation

Commission members shall receive a nominal payment for each regular or special meeting and work sessions as determined periodically by the Council, and are compensated for necessary traveling and subsidence expenses related to occasional out-of-city workshops and meetings.

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ARTICLE IV. Conduct of Public Hearings

1. Presiding Officer

The Chairperson shall preside over all meetings and hearings. The Vice Chairperson shall preside in the absence of the Chairperson. The presiding officer is responsible for the conduct of the meetings. A presiding officer, other than a Commission member, may be appointed by the Chairperson or Vice Chairperson after a majority approval of the Commission.

2. Procedures

The procedures for each meeting shall be announced by the presiding officer, who shall outline the rules and the agenda for the meeting. The Commission shall make the necessary findings of fact as required for a hearing within the time limit so specified and shall deliver the findings along with minutes of the hearing to the City Council.

The order of business for each public hearing conducted by the Commission includes, in order, the following:

Open public hearing.

Proof of public hearing publication.

Staff review of application process.

Applicant's summary of request.

Public comment.

Staff presentation of application request.

Commission discussion.

Close public hearing.

Commission action.

ARTICLE V. Amendments

Amendments to these rules and regulations shall be made by a majority of members during a regular meeting.

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RULES AND REGULATIONS

The above rules and regulations having been duly considered and reviewed are hereby adopted by the Planning and Zoning Commission of the City of Gunnison, Colorado, this 12th day of September, 2012.

ATTEST:

Chairperson, Planning Commission
City of Gunnison, Colorado

Secretary, Planning Commission
City of Gunnison, Colorado