

RESOLUTION 76-2020

Resolution 76-2020 It was moved by Commissioner Willeke and duly seconded by Commissioner Laybourn to approve the amendments to the By-Laws for the Washington County Planning Commission as requested by the Commission relating to the membership, meetings, expenses, and operation of said committee pursuant to the terms as contained therein. Said by-laws were reviewed by the current Commission board members and found to be acceptable as submitted.

The foregoing Resolution was presented at a regular meeting of the Washington County Commissioners held on the 16th day of June 2020 by Commissioner Willeke who moved its adoption. The motion was seconded by Commissioner Laybourn and on roll call vote, all votes being yes, the resolution was adopted.

Attest: Annie Kent

Tony N. Wells
Chairman

Richard T. Willey
Commissioner

Lee Ann Laybourn
Commissioner

BYLAWS

WASHINGTON COUNTY PLANNING COMMISSION

ARTICLE I - Name of Commission

The Commission shall be called the Washington County Planning Commission.

ARTICLE II - Function and Duties of the Washington County Planning Commission

The Planning Commission shall perform all functions and duties and shall act and decide on all petitions and applications submitted to it pursuant to state law and Washington County regulations adopted by the Board of County Commissioners. The Commission also serves to suggest regulations and permit criteria adoption for Planning and Zoning issues in the County.

ARTICLE III - Membership of the Planning Commission

- A. The Planning Commission shall consist of nine (9) members appointed by the Board of County Commissioners.
- B. The Board of County Commissioners shall determine three (3) geographic areas defined by the Washington County Road and Bridge Districts and appoint three (3) members from each District. Each member shall reside within the District area for which he is appointed at the time of his appointment and during his term.
- C. The term of office of each member of the Washington County Planning Commission shall be for three (3) years. Said terms to be staggered so that approximately one-third of the members' terms expire each year.
- D. The Board of County Commissioners may appoint members of such Commission, each of whom shall be a resident of the county, and, in the event any regular member is temporarily unable to act owing to absence from the county, illness, interest in any matter before the Commission, or any other cause, his or her place may be taken during such temporary disability by a temporary member designated for that purpose.

WASHINGTON COUNTY PLANNING COMMISSION BYLAWS

Page 2

ARTICLE IV - Conflicts of Interest

No member of the Planning Commission shall participate in the hearing or decision of the Commission of which he or she is a member upon any matter in which he or she is directly or indirectly interested in a personal or financial sense. In the event of such disqualification, such fact shall be entered on the records of the Commission and the remaining members of the Commission may act without the disqualified member or, in the event there is a temporary member, that person shall act as a member of such Commission in the hearing and determination of the particular matter or matters in which the disqualification arose.

ARTICLE V - Officers and Duties

- A. The Washington County Planning Commission shall organize in the month of January of each calendar year and shall elect a Chairman, Vice-Chairman and Secretary whose terms shall be for one (1) year. The Officers shall be eligible for re-election.
- B. The Chairman or, in his absence, the Vice-Chairman, shall preside at all meetings of the Washington County Planning Commission. If the Chairman and Vice-Chairman are both absent the members present shall elect a temporary chairman to act during the absence of the Chairman and Vice-Chairman.
- C. The Secretary shall keep minutes of the proceedings of each meeting and each hearing which shall include the majority vote with opposition votes noted, and decisions rendered.

ARTICLE VI -Meetings

- A. The Washington County Planning Commission shall meet on the third Monday of each month if there is business to be conducted, in the Washington County Courthouse Annex, Akron, Colorado, at a regular time to be set by the Chairman of the Planning Commission. In the event the third Monday of any month falls on a holiday officially designated by the Board of County Commissioners of Washington County, the regular meeting may be rescheduled by an affirmative vote of five (5) members of the Washington County Planning Commission taken at least twenty four (24) hours prior to the date of the rescheduled meeting date. Any changes to the meeting location will be posted on the south Court House door prior to the meeting.
- B. Special meetings of the Washington County Planning Commission may be called by the Chairman or, in his absence, by the Vice-Chairman, provided that at least forty-

WASHINGTON COUNTY PLANNING COMMISSION BYLAWS

Page 3

eight (48) hours notice is given to each member prior to any such special meeting date. The Chairman shall call a special meeting within 10 days of receipt of a written request from the Board of County Commissioners.

- C. The order of business at all meetings shall be as follows:
 - 1. Roll call;
 - 2. Approval of minutes;
 - 3. Discussion of New Business;
 - 4. Discussion of Old Business;
 - 5. Other Business;
 - 6. Adjournment.

- CI. A quorum shall consist of five (5) members.

- CII. Three (3) members of the Washington County Planning Commission constitutes a meeting.

- CIII. The Washington County Planning Commission shall make recommendations to the Board of County Commissioners on matters which are brought before the Planning Commission for its review. The concurring vote of a majority of those members present and voting shall be required to pass any motion to recommend "approval" or "denial" to the Board of County Commissioners. In the case of a tie vote, the Commission will refer to "Robert's Rules of Order" and the President will break the tie.

- CIV. The Washington County Planning Commission shall keep a summary of its proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such vote.

- CV. Voting may be done in person, via email, video, and phone except for quasi-judicial matters which shall require attendance for in person voting.

ARTICLE VII - Expenses

Within the limits of funds authorized by the Board of County Commissioners, members of the Washington County Planning Commission shall be given a stipend and reimbursed for mileage and other expenses incidental to the performance of their duties as members of the Commission.

WASHINGTON COUNTY PLANNING COMMISSION BYLAWS

Page 4

ARTICLE VIII - Attendance

- A. Members of the Planning Commission are required to attend Planning Commission meetings in person or via approved electronic means.
- B. If any member misses three unexcused consecutive meetings, the Planning Commission shall recommend to the Board of County Commissioners that the Board ask the member to show cause why he should not be removed for his failure to faithfully attend the meetings of the Planning Commission. The Board of County Commissioners, for good cause shown may determine that the cause of the absence was excusable and that no action should be considered.
- C. It shall be the duty of the Secretary to record the attendance of each member, notify the Chairman if any member has failed to faithfully attend pursuant to paragraph "B" above and to place any hearing regarding attendance of a member on the Planning Commission Agenda. The matter shall be the last item of business on the agenda.

ARTICLE IX -Committees

- A. The Planning Commission may establish such committees as it deems advisable and assign each committee specific duties or functions.
- B. The Chairman shall designate the members of each committee and shall name the Chairman of each committee. The Chairman shall fill vacancies on committees as they may arise.
- C. The Planning Commission may establish advisory committees comprised of citizens of Washington County and/ or subject matter experts approved through majority vote to assist with drafting, reviewing, or revising current regulations.

ARTICLE X -Amendment

These Bylaws may be amended by an affirmative vote of five (5) members of the Washington County Planning Commission. No amendment to these Bylaws shall be considered at any meeting of the Planning Commission unless first submitted in writing at least 48 hours preceding the meeting at which said amendment is to be considered.

June 15, 2020