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**PLANNING COMMISSION AGENDA  
CITY HALL AUDITORIUM, 250 NORTH 5<sup>TH</sup> STREET**

**THURSDAY, APRIL 9, 2020 @ 12:00 PM**

**This meeting will be conducted as a VIRTUAL MEETING**

View the meeting live or later at [www.GJSpeaks.org](http://www.GJSpeaks.org)

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**Call to Order - 12:00 PM**

**Consent Agenda**

**Regular Agenda**

1. Consider a Resolution Adopting an Emergency Policy Regarding Telephone and Electronic Participation in Grand Junction Planning Commission Meetings.

**Other Business**

**Adjournment**



## Grand Junction Planning Commission

### Regular Session

Item #1.

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**Meeting Date:** April 9, 2020

**Presented By:** Tamra Allen, Community Development Director

**Department:** Community Development

**Submitted By:** Tamra Allen, Community Development Director

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### **Information**

#### **SUBJECT:**

Consider a Resolution Adopting an Emergency Policy Regarding Telephone and Electronic Participation in Grand Junction Planning Commission Meetings.

#### **RECOMMENDATION:**

Staff recommends adoption of a resolution.

#### **EXECUTIVE SUMMARY:**

The purpose of the resolution is the facilitation of Planning Commission operations during the COVID-19 pandemic by providing for Planning Commission participation in meetings without exposing themselves or others to risks of contagion.

#### **BACKGROUND OR DETAILED INFORMATION:**

On March 23, the City Council declared a local State of Emergency for the City of Grand Junction.

This resolution and associated policy is intended to put in place a temporary, emergency policy to respond to the novel coronavirus (COVID-19) pandemic. The purpose of the policy is the facilitation of Planning Commission operations during the pandemic by providing for Planning Commission participation in meetings without exposing themselves or others to risks of contagion.

Paragraph 5, needs to be completed following discussion and direction by Planning Commission. The question in its most basic form is whether some physical presence of some number of Planning Commission is required. In addition, Paragraph 3, needs

to be completed following discussion and direction by the Planning Commission regarding allowance of participation by the public in person. Following discussion and direction the policy will be amended and approved in final form as determined by the Planning Commission.

The Resolution will remain in effect until it is withdrawn at the conclusion of the emergency or superseded by adoption of a Resolution modifying the Policy.

**SUGGESTED MOTION:**

Madam Chair, I move to (adopt/deny) Resolution No. 01-20, a resolution providing for Telephone and Electronic Participation in Planning Commission Meetings.

**Attachments**

1. POL-PC Electronic Meeting

1 RESOLUTION NO. \_\_-20

2 A RESOLUTION ADOPTING AN EMERGENCY POLICY REGARDING TELEPHONE AND  
3 ELECTRONIC PARTICIPATION IN GRAND JUNCTION PLANNING COMMISSION MEETINGS

4 RECITALS:

5 The Grand Junction Planning Commission (“Commission”) considered the attached Telephone and  
6 Electronic Participation in Grand Junction Planning Commission Meetings Policy ("Policy") at a duly  
7 noticed Special Meeting of the Commission held on April 9, 2020.

8 At that meeting the Commission determined that the adoption of the Policy will provide a reasonable  
9 method for conducting Planning Commission meetings during the novel coronavirus (COVID-19)  
10 pandemic.

11 The Policy will help the Commission to conduct efficient and effective meetings and continue to  
12 administer the public's business by allowing applicants, citizens and City staff to present, evaluate and  
13 comment on annexation, development applications, zoning and other matters under the jurisdiction of the  
14 Commission. The process provided in the Policy will include and present opportunities for written and  
15 spoken comments, as well as advance review of documents and materials relevant to the applications.  
16 Those processes will facilitate comment and participation while respecting the Executive and Public  
17 Health Orders regarding extreme social distancing and extended “stay at home” orders. The process and  
18 technologies to be utilized by the Commission are described in the Policy.

19 NOW, THEREFORE, BE IT RESOLVED BY THE GRAND JUNCTION PLANNING COMMISSION:

20 a) The Policy shall constitute a temporary, emergency procedure for the Planning Commission to conduct  
21 its meetings; and,

22 b) The Policy is effective immediately and shall continue in effect until revised by subsequent emergency  
23 resolution of the Commission

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25 PASSED and ADOPTED this 9<sup>th</sup> day of April 2020.

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28 \_\_\_\_\_  
29 Christian Reece

29 Chair of the Commission

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32 \_\_\_\_\_  
32 Secretary to the Commission

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34 **Telephone and Electronic Participation in Grand Junction Planning Commission Meetings**

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36 This policy is a temporary, emergency policy and is established to respond to the novel coronavirus  
37 (COVID-19) pandemic ("Policy.")

38 The purpose of the Policy is the facilitation of Planning Commission (“Commission”) operations during  
39 the pandemic by providing for Commission members, applicants and public participation in meetings  
40 without exposing those persons or others to risks of contagion.

41 The Policy is adopted by Resolution of the Commission and will remain in effect until it is withdrawn at  
42 the conclusion of the emergency or superseded by adoption of a Resolution modifying the Policy or  
43 permanent amendment of the Commission’s bylaws by the City Council.

44 1) A Commission member may participate and vote by telephone or electronic means ("Electronic  
45 Participation") at a meeting of the Planning Commission if the Commission member is unable to  
46 physically attend the meeting(s) due to quarantine, illness or has concern of risk of exposure to the  
47 COVID-19.

48 2) For purposes of this Policy, Electronic Participation requires utilizing conference telephone, video or  
49 similar electronic means which is(are) clear, uninterrupted and allows two-way communication for the  
50 Commission member(s) in attendance and the Commission member(s) participating remotely, as well as  
51 persons interested in the conduct of City business.

52 3) Members of the public will be provided a means by which to watch and/or hear the proceedings and  
53 offer comment on business of the Commission conducted pursuant to this policy as the limits of available  
54 technology allow and as otherwise provided by this Policy. The processes for public  
55 comment/participation include reviewing of all project documents, viewing of presentation material, and  
56 providing written comment on a public hearing item in advance of a meeting as well as through the public  
57 hearing portion of an agenda item using gjspeak.org that mimics a traditional public hearing but is  
58 conducted virtually. The gjspeaks.org platform also provides for the public opportunity to watch the  
59 proceedings through a live stream. **For those public unable to participate remotely, opportunity will be  
60 provided to provide either or both call in or in person testimony.**

61 4) A Commission member(s) who desires Electronic Participation will provide advance notice of his/her  
62 desire to participate by telephone or electronically and his/her telephone or electronic contact information  
63 to the Community Development Director (“Director”) a reasonable time, as determined by the Director in  
64 advance of the meeting so that the City can make every reasonable effort to provide the technical means,  
65 connections and equipment necessary to fulfill such request(s).

66 5) Electronic Participation by a Commission member(s) shall be counted toward the establishment of a  
67 quorum for conducting business of the Commission. **During the pandemic, physical presence of a quorum  
68 is not required; however, at least \_\_\_\_\_ member(s) of the Commission shall be present.**

69 6) Electronic Participation may be discontinued by a motion and majority of Commission members  
70 voting in support of the motion, at any time during a meeting in which it is allowed, if the telephonic or  
71 electronic service, equipment or connection(s) results in distorted transmissions of audio and/or video and  
72 cannot reasonably be restored within a reasonable time.

73 7) This Policy applies to all public meetings of the Commission.

74 8) All votes shall be conducted by roll call.

75 9) "Action plus" minutes of the meeting together with an audio and/or video recording shall be taken and  
76 kept as the record of all meetings conducted pursuant to this Policy.

77 10) Meetings conducted pursuant to this Policy shall be broadcast on channel 191 and streamed on  
78 gjcity.org unless technical difficulties prohibit broadcasting and/or streaming.