

**GRAND JUNCTION CITY COUNCIL
ADDITIONAL WORKSHOP
MONDAY, OCTOBER 2, 2006, 11:30 A.M.
TWO RIVERS CONVENTION CENTER
159 MAIN STREET**

11:30 a.m. **ANNUAL MEETING WITH THE PLANNING COMMISSION**

[*Attach 1*](#)

ADJOURN

Planning Commission Agenda

**City Council
Workshop Agenda
October 2, 2006**

- I. Planning Commission's relationship/role with City Council and City Government in general – Attachments 1 & 2
- II. Planning Commission recommendations to City Council – definitive/technical
- III. Planning Commission's role in the Comprehensive Plan Process and Impact Study
- IV. Long Range Planning Efforts – Attachment 3

Attachments:

- 1 - Planning Commission Bylaws
- 2 - Zoning and Development Code Section 1.12
- 3 - Long Range Planning Efforts
- 4 - Current Planning Commission Members

Attachment 1

CITY OF GRAND JUNCTION PLANNING COMMISSION BYLAWS

PLANNING COMMISSION OFFICERS - DUTIES, POWERS, ELECTION and TERMS OF OFFICE

- 1 Chairperson
 - a) Presides at all meetings of the Commission
 - b) Calls special meetings of the Commission in accordance with the bylaws
 - c) Signs documents of the Commission
 - d) Sees that all actions of the Commission are properly taken
 - e) Serves as ex-officio member of all committees established by the Grand Junction Planning Commission with voice but no vote
 - f) Elected by the Commission at a regular meeting in December of each year
 - g) Votes under the same procedures as other Commission members at public hearings
 - h) Shall not serve more than two (2) consecutive full years as Chair except with the unanimous vote of the members of the Planning Commission
- 2 Vice-Chairperson
 - a) During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson
 - b) Elected by the Commission at a regular meeting in December of each year
 - c) Shall succeed the Chairperson if the office is vacated before the term of the Chairperson has expired; the Vice-Chairperson shall serve the unexpired term of the vacated office. A new Vice-Chairperson shall be elected by a majority vote of the members of the Planning Commission at the next regular meeting following the Vice Chairman assuming the Chair.
- 3 Secretary and Staff

- a) Engineering, planning and technical staff to the Commission are provided by the City.
- b) The Secretary to the Commission shall keep the minutes of all public hearings of the Commission in an appropriate manner
- c) The Secretary shall prepares minutes, transcripts and certifications of record(s) of the Commission

PLANNING COMMISSION MEMBER CONDUCT

- 1 The Chairperson, on behalf of the Commission, may recommend to the Grand Junction Planning Commission that a member be removed from the Commission after three (3) unexcused absences during a calendar year. The determination of what comprises an unexcused absence shall be left to the discretion of the Chairperson and/or Vice-Chairperson. A recommendation to the City Council for removal of a member requires a motion, only after a finding of 3 unexcused absences as provided herein, and a majority vote of the members. The Chairperson and the member considered for removal shall be entitled to vote.
- 2 The Planning Commission members shall not discuss applications filed, to be filed or contemplated with petitioner(s), applicant(s) or representative(s) individual sessions or telephone conversations. Commissioners shall make no comment or input on a petition or item on the Planning Commission Agenda prior to consideration at a meeting or hearing of the Commission. This bylaw shall not be construed in such a way so as to prevent Planning Commission members from questioning or interviewing members of the development community, private citizens, City staff or other parties that may have information which will enhance a Commissioner's ability to perform his/her duties.

COMMUNITY DEVELOPMENT DEPARTMENT STAFF RESPONSIBILITIES TO PLANNING COMMISSION

- 1 Gives or serves all notices required by law or these rules
- 2 Prepares the agenda for all meetings of the Commission
- 3 Is custodian of all Commission records and documents including all maps, plats and other matters required by law, rule or regulation filed, kept or controlled by the Department
- 4 Informs the Commission of correspondence relating to business of the Commission and attends to such correspondence as necessary

- 5 Administers funds allocated to the Commission in accordance with its directives, the law and City regulations

CONDUCT OF MEETINGS

- 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. Two regular meeting dates are established each month on the second and fourth Tuesdays of each month at 7:00 p.m. in the City Hall Auditorium, located at 250 North. 5th Street.
- 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 Grand Junction City Council following no less than a twenty-four hour notice to each member of the Commission. In addition to any other means of providing notice, the Commission shall be deemed to have given full and timely notice if the notice of the meeting is posted in the designated public place no less than 24 hours prior to the holding of the meeting.
- 3 A majority of the members of the Commission in attendance at the hearing shall constitute a quorum for the transaction of business. Each member of the Planning Commission who has knowledge that he/she will not be able to attend a scheduled meeting of the Commission shall notify the Community Development Department at the earliest possible opportunity and, in any event, prior to 3 p.m. on the date of the meeting. Failure to give such advance notice may result in the Chairman determining an unexcused absence for that member. The Community Development Director shall notify the Chairperson of the Commission in the event that scheduled or anticipated absences will result in the lack of quorum.
- 4 The Commission shall conduct all meetings in accordance with generally accepted parliamentary procedure unless otherwise provided for in these rules.
- 5 Grand Junction Planning Commission Order of Hearing: the following procedure will normally be observed; however, the Chairperson may designate an alternate order for the expeditious conduct of business.
 - a) Consent agenda
 - 1) Items of a non-controversial or minor nature may be heard and considered by the commission on a consent agenda.
 - 2) For all items on the consent agenda, the Chairman shall read the title of each item and determine if the petitioner or representative is present. The chairman shall then ask if any of the Commissioners, the petitioner or

public want an item or items removed from the consent agenda. If not, the agenda is voted on by the Commission. If an item is removed from the agenda, it will be heard at a full hearing, in accordance with the procedures established in paragraph b, below. A Commissioner may vote no on any item without removing the item from the consent agenda, or may vote no on the entire agenda. One Planning Commission member may remove an item or items from the consent agenda. Removal may be for any or no reason; the Commission may explain the reason for removal but that is not required.

- 3) Removal of an item or items from the consent agenda or placement of an item or items on a consent agenda may occur by the staff or a majority of the Commissioners at the workshop or at public hearing.
 - b) Petitioner or Representative presents the proposal, Review Agency and Staff comments which have not been resolved.
 - c) Planning Commission may question Petitioner or Representative to clarify any items in the presentation.
 - d) Community Development Department Staff presents additional information on the proposal and gives recommendation for approval, approval with conditions or denial of the proposal.
 - e) Planning Commission may question Staff for clarification, explanation or advice.
 - f) Chair asks for public comments in favor of the proposal.
 - Chair should discourage lengthy repetitive testimony or debate. All questions/comments are to be directed to the Commission or City staff.
 - Public Testimony and documents (e.g. petitions, exhibits) may be presented and shall be entered into the permanent record of the hearing if presented
 - Commission may question proponents
 - g) Chair asks for public comments against the proposal.
 - Chair should attempt to discourage lengthy repetitive testimony or debate. All questions/comments are to be directed to the Commission or City staff.
 - Public Testimony and documents (e.g. petitions, exhibits) may be presented and shall be entered into the permanent record of the hearing if presented.
 - Commission may question opponents of the proposal

If testimony is duplicative or repetitious the Chair shall note that comments have already been received and note for agreement or disagreement with preceding testimony.

Presentations by a representative of a group are encouraged. The group representative may ask the group to raise their hands or stand so the Planning Commission can see who the speaker is representing.

- h) Petitioner or Representative gives final response/summary/rebuttal.
 - i) Planning Commission Members may question the Petitioner or Representative on points brought up by Staff, proponents or opponents.
 - j) Chair closes public hearing and asks for Commission discussion, motion, second and vote on the item.
- 6 If any member of the Planning Commission determines a conflict of interest or potential conflict of interest exists either prior to or during the proceedings concerning any item on the Planning Commission agenda, the member shall excuse him/herself, vacate his seat, leave the dais and refrain from discussing and voting on said item as a Planning Commission member. Members who are excused should leave the hearing room.
- 7 If the Chairperson and Vice-Chairperson cannot be present at a scheduled meeting, the Planning Commission shall elect a temporary Chairperson to conduct that meeting.
- 8 Matters referred to the Commission by the Grand Junction City Council may be placed on the calendar for consideration and action at the next available meeting determined by the Administrator.

WORKSHOPS

- 1 Planning Commission workshops may be scheduled from time to time for the purpose of fact-finding, conducting or reviewing planning research, discussions on possible policy recommendations, engaging in comprehensive planning, and/or for conducting or participating in other areas of general to the Planning Commission.
- 2 Workshops are open to the public but testimony shall not be received from petitioners, representatives or opponents.
- 3 If a petitioner, representative or other person requests an appearance before the Grand Junction Planning Commission at a workshop, the Chairperson shall

evaluate the request and determine if the request is appropriate and in conformance with the bylaws, rules, regulations and law applicable to the Commission. All requests to appear before the Planning Commission at a workshop must be in writing and must contain an explanation of the person's intentions as to why they wish to appear, what they intend to present, the date requested, and any other relevant information, including the amount of time needed for a presentation. The Commission shall consider the request and, if approved, will invite the person to make an appearance at a specified workshop. An appearance before the Planning Commission at a workshop shall be expressly limited to discussion/presentation of general, non-specific information to assist the Commission in discharging its duties or in other matters related to general planning in and for the City of Grand Junction.

AMENDMENT OF PLANNING COMMISSION BYLAWS

These rules and regulations may be recommended to be amended at any meeting by a vote of the majority of the entire membership of the Commission provided five (5) days' notice has been given to each member of the Commission. Proposed amendments approved by the Commission, must be considered and approved by the City Council.

PASSED and APPROVED this 19th day of February, 1997.

ATTEST:

/s/ Stephanie Nye
City Clerk

/s/ Linda Afman
President of Council

Subsequently amended and approved by City Council on 2/18/98, 5/5/99, 11/17/99, and 3/20/02. The above includes those amendments.

Attachment 2

CHAPTER ONE GENERAL PROVISIONS

1.12 PLANNING COMMISSION

- A. **Membership and Meetings.** The Planning Commission for the City shall consist of seven (7) regular members and two (2) alternate members. The alternate members shall otherwise have the qualification of regular members of the Commission. At the time of appointment, the City Council shall designate one (1) alternate member as the first alternate and the other as second alternate. Each alternate member shall attend all meetings and shall serve during the temporary unavailability, including recusal, of any regular Commission member as may be required. Alternate members, in addition to other duties prescribed by this Code, shall be allowed to vote in the absence of regular members according to their priority: the first alternate shall fill the first vacancy and both alternates shall vote in the absence of two (2) regular members. When a regular member resigns, is removed or is no longer eligible to hold a seat on the Commission, the first alternate shall fill the vacancy and the second alternate shall be designated as the first alternate. The City Council shall then name a replacement second alternate. The Planning Commission Alternates, the Chairman and two (2) other persons to serve at-large, shall serve as the Zoning Board of Appeals and shall discharge the duties of the Board as described and provided for in this Code. The Director of the Grand Junction Community Development Department and/or his appointed representative shall serve as staff to the Commission.
- B. **Identity of Members.** The members shall be residents of the City of Grand Junction and shall represent the interests of the City as a whole. No member shall be employed by the City, hold any other City office nor be a contractor with the City. The Commission members shall be selected from the fields of engineering, planning, architecture construction trades, and law and citizens-at-large.
- C. **Term.** Members of the Commission shall serve terms of four (4) years. Members are limited to two (2) consecutive terms.
- D. **Vacancies.** All vacancies shall be filled by appointment of the City Council. If a Commission member ceases to reside in the City, his membership on the Commission shall immediately terminate and an appointment made to fill the unexpired term.
- E. **Removal.** Members of the Commission may be removed after public hearing by the City Council. Removal may be for inefficiency, neglect of duty, malfeasance or misfeasance in office. The City Council shall make public a written statement of reasons for removal prior to any public hearing seeking removal of a member.

- F. **Meetings/Voting.** Planning Commission meetings shall be regularly scheduled not less than once a month, provided there are pending items or matters to be brought before the Commission, at a time and place designated annually by resolution of the Council. Special meetings may be held as provided by rules of procedure adopted by the Commission and/or this Code or law. The presence of four (4) voting members is necessary to constitute a quorum.
- G. **Compensation.** All members of the Commission shall be compensated, as the City Council deems appropriate by resolution.
- H. **Commission Powers and Duties.** Except as otherwise provided by the Code, ordinance, rule, policy or regulation of the City Council, the Commission shall be governed by 31-23-201, *et seq.*, C.R.S. The Commission and other city officials mentioned in 31-23-201, *et seq.*, C.R.S. shall have all the powers provided for therein and shall be governed by the procedures set forth by this Code and/or law, ordinance, rule regulation or policy of the City Council. The Planning Commission's powers and duties include, but are not limited to:
1. Recommend to the City Council all requests for adoption or amendments to:
 - a. The Growth Plan and Future Land Use Map;
 - b. Special area plans, corridor plans and neighborhood plans;
 - c. The Grand Valley Circulation Plan;
 - d. The text of this Code and the Zoning Map, including zoning for newly annexed territory;
 - e. Review fees and impact fees;
 2. Hear and recommend to the City Council all requests for:
 - a. Vacating public right-of-way and easements pursuant to 43-2-301, *et seq.*, C.R.S.;
 - b. Zoning changes, including rezonings and zoning of planned developments;
 - c. Planned development outline development plan approvals and amendments;
 - d. Planned development preliminary plans, if no previous valid outline development plan;
 - e. A vested right as a part of any site specific development plan; and
 - f. Sewer variances.
 3. Decide all requests for:
 - a. Concept plan review;
 - b. Major subdivision preliminary plan approval;
 - c. Condominium and leaseholding plan approvals;
 - d. Vacating any plat;
 - e. Preliminary plan approvals of planned developments and major amendments that are subsequent to an approved outline development plan;
 - f. Conditional use permits;

- g. Appeals of Director's decisions pertaining to the Use/Zone Matrix Table 3.5 of this Code;
 - h. Appeals of decisions by the Director on administrative development permits;
 - i. Variances to the landscape, buffering, and screening requirements;
 - j. Variances in planned developments; and
 - k. Variances to the 24 Road Corridor Design Standards and Guidelines.
4. Other tasks as assigned by the City Council.

Attachment 3

COMMUNITY DEVELOPMENT DEPARTMENT Long Range Planning Projects 2006-2007

2006 PROJECTS

- South Downtown / Riverside / El Poso Area Plan
- North Avenue Redevelopment Plan (consultant) – access, visual, amenities

2007 PROPOSED PROJECTS

- Community Appearance Standards / Telecommunications / Westside Downtown Plan Implementation
- 29 Corridor Plan
- Mesa State Area Plan
- Growth Plan Update
- Comp Plan
- Downtown Plan (Depending on resources and DDA participation)

Attachment 4

GRAND JUNCTION PLANNING COMMISSION (Four-Year Term) (7 Members plus 2 Alternates)

	<u>START</u>	<u>EXPIRES</u>
Dr. Paul A. Dibble (Chairman)	12/15/1999	10/31/2008
Roland E. Cole (Vice-Chairman)	12/5/2001	10/31/2009
William E. Putnam	11/1/2000	10/31/2009
Bill Pitts	12/5/2001	10/31/2009
Thomas Lowrey	2/4/2004	10/31/2008
Lynn Pavelka-Zarkesh	8/18/2004	10/31/2008
Reginald L. Wall	8/18/2004	10/31/2009
Patrick J. Carlow (1st Alternate)	11/17/2004	10/31/2008
Ken Sublett (2nd Alternate)	1/18/2006	10/31/2008