



**Town of Castle Rock
PLANNING COMMISSION
BYLAWS
(March 2022)**

The Planning Commission of the Town of Castle Rock has been established by the Town Council set forth in Chapter 2.16 of the Town of Castle Rock Municipal Code and Part 3, Article 23, Title 31, C.R.S.

Main provisions for all Town of Castle Rock Boards and Commissions are outlined in the Town of Castle Rock Municipal Code Section 2.14.

Pursuant to the authority granted to the Planning Commission, the Commission hereby adopts the following bylaws to govern its conduct and procedures that do not conflict with the main provisions outlined in the Town of Castle Rock Municipal Code Section 2.14.

Article 1 – Purpose, Duties, and Authority

The Planning Commission will carry into effect the provisions in Chapter 2.16 of the Town of Castle Rock Municipal Code.

Article 2 – Organization and Staff

The Planning Division, under the direction of the Development Services Director, shall provide necessary technical and advisory support to the Commission and, through the Town, shall retain needed outside consultants to assist the Commission.

Article 3 – Regular Meetings or Hearings

Regular meetings shall be held on the on the second and fourth Thursdays of each month, excluding holidays. All regular meetings will be held at 6:00 pm and continue until 9:30 pm, unless sooner concluded. The meeting may extend beyond 9:30 pm by unanimous vote of the Planning Commissioners present. Meetings are held in the Council Chambers at Townhall, 100 North Wilcox Street, Castle Rock, Colorado, unless otherwise designated.

Article 4 - Minutes and Records

The Planning Department shall maintain all of the records of the Commission, ensure they are retained in the Town electronic records archive, and shall transmit them timely to the Commission for their review and approval.

Article 5 - Hearing Procedures

The Planning Commission shall incorporate the following procedures for all public hearings:

1. Call to Order and Roll Call.
2. State brief purpose of the hearing.

If applicable:

3. Identify the applicant.
4. Ask for proof of public notice and read it into the minutes.
5. Staff report.
6. Applicant's comments and presentation.

7. Open the Public Hearing and announce the following procedures for taking public comment:
 - a. Speakers sign up to speak and are taken in the order they signed up unless a compelling reason is given to take a person's testimony at an earlier point.
 - b. Speakers state their name, if they are a resident, their association with the item, and any financial or personal interest they may have.
 - c. Any documents presented are given to the Chair and are made part of the record.
8. Applicant's rebuttal or evidence in response.
9. Commission's questions for the applicants, staff, or any public presenting testimony.
10. Close the public hearing.
11. Commission discusses the item and make a motion.
12. Commission may motion for approval, approval with conditions, denial, or continuation of the item.
13. Other Business
14. Adjourn

Article 6 - Amendments

These Bylaws may be amended per Chapter 2.14 by an affirmative vote of majority vote of the members of the Planning Commission during a regular or special meeting.

Article 7 - Approvals

The above Bylaws for the Town of Castle Rock Planning Commission have been duly considered and reviewed and are hereby adopted by the Commission this 9 day of June, 2022 and will be posted on the Town website.

ATTEST:



Secretary/Vice-Chair

PLANNING COMMISSION



Chair

**TOWN OF CASTLE ROCK
PLANNING COMMISSION
AMENDED AND RESTATED BYLAWS**

The Planning Commission of the Town of Castle Rock has been established by the Town Council to serve in an advisory capacity to the Town Council. Castle Rock Municipal Code Section 2.16.110. The Planning Commission is empowered to promulgate its own internal rules and regulations not in conflict with the ordinances of the Town, and to provide a public forum for the further development and orderly growth of the Town. Castle Rock Municipal Code Section 2.16.040. Pursuant to the authority granted to the Planning Commission, the Planning Commission hereby adopts the following bylaws to govern its conduct and procedures.

in code 2.16

Article 1 – Authorization

A. Purpose in code 2.16

The purpose of the Planning Commission is to assist, advise and coordinate with the Town Council the comprehensive study and review of the planning, zoning and growth of the municipality, as more specifically set forth in Chapter 2.16 of the Castle Rock Municipal Code, and as provided in additional ordinances, rule and regulations of the Town promulgated by the Town Council. The Planning Commission shall encourage coordinated and harmonious development of the municipality. The Planning Commission shall exercise all of the powers and duties granted to a municipal zoning commission under Part 3, Article 23, Title 31, C.R.S., and Chapter 2.16 of the Castle Rock Municipal Code.

B. Powers in code 2.16

The Commission shall have the following powers:

- A. The Commission shall be empowered and authorized to review, act upon and advise the Town Council with respect to all zoning, rezoning, planning, subdividing, platting, annexation and other related activities as provided in the zoning and subdivision ordinances of the Town.
- B. The Commission is empowered to make and submit to the Town Council for the Council's approval a master plan for the physical development of the municipality, as provided in section 2.16.030.B of the Castle Rock Municipal Code.
- C. The Commission is empowered to take a leadership role in convening joint meetings with other Town Boards and Commissions, as necessary, for information sharing, dialog, and other things of mutual benefit and benefit to the Town.
- D. The Commission is empowered with any and all further powers delineated within Parts 2 and 3, Article 23, Title 31, C.R.S.