

**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.

**Article 1 – Authorization**

**A. Purpose**

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**

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.

## E. Duties

The Commission shall communicate, coordinate and advise the Town Council of its activities and accomplishments, hold public meetings in conjunction therewith, promulgate its own internal rules and regulations not in conflict with the ordinances of the Town, and provide a public forum for the further development and orderly growth of the Town.

## **Article 2 – Organization**

### **A. Officers**

The officers of the Commission shall be the Chair, and a Vice-Chair. In the absence of both the Chair and Vice-Chair, the members present at such meeting may designate a Chair pro-tem to preside over the meeting. The Chair and Vice-Chair shall be elected by majority vote from the Commission at the first meeting held in June of each year. Terms for officers shall be for one year.

The Chair shall be the executive officer of the Commission and shall preside over all meetings of the Commission, call special meetings and workshop sessions of the Commission as needed, sign documents of the Commission, cancel regular meetings, and see that all actions of the Commission are properly taken.

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

### **B. 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.

### **C. Membership**

The Commission shall consist of seven members, each of which shall be appointed by the Town Council pursuant to Chapter 2.16 of the Castle Rock Municipal Code. Members will be appointed to serve staggered two-year terms. No member shall serve more than three consecutive two-year terms (“Term Limit”). A partial term shall be counted as a full term served. A partial term is defined as any period of time less than two years. Any member who has served six consecutive years by the end of their term will not be eligible for reappointment for a new term. Members must wait four years prior to re-applying to serve again on the Planning Commission; however, they are eligible to serve on other Boards or Commissions immediately. All members of the Commission shall serve without compensation.

#### **D. Removals and Vacancies**

Members shall serve at the pleasure of the Town Council and may be removed by the Town Council at any time for any reason. Vacancies which may occur shall be filled by the Town Council for the remainder of the unexpired term.

#### **E. Personal Conduct**

Each member of the Commission shall exhibit the highest degree of professionalism and commitment to public service possible through the thorough and impartial examination of all matters before the Commission. Members shall make every effort to avoid any appearance of conflict or impropriety in their dealings with the public and each other. Members shall avoid using their position on the Commission in matters related to personal gain.

Members shall comply with the Code of Conduct, Castle Rock Municipal Code Chapter 2.05.

#### **F. Application of Laws**

The Commission shall conform to all Castle Rock Municipal codes and regulations, as well as any Colorado statute, which may apply to members' conduct or activity, or the Commission as a whole.

### **Article 3 – Procedure**

#### **A. Regular Meetings**

Regular meetings shall be held on the second and fourth Thursdays of each month, excluding legal holidays. All regular meetings of the Planning Commission shall commence at 6:00 p.m. and continue until 9:30 p.m., unless sooner concluded. The meeting may be extended beyond 9:30 p.m. by a unanimous vote of the Planning Commission members present. Meetings are held in the Council Chambers at Town Hall, 100 N. Wilcox Street, Castle Rock, Colorado, unless otherwise designated. All meetings shall be open to the public. Any regular meeting of the Commission may be cancelled by the Chair in the event there are no public hearing or discussion/action items for the meeting's agenda. However, the Commission shall hold at least one regular meeting per month.

#### **B. Special Meetings**

Special meetings may be called by the Chair or two members of the Commission. The Chair or two members calling the special meeting shall fix the place and time for the special meeting, and shall give the members 24 hours notice of the special meeting, as provided below in Article 3 (D).

### **C. Unusual Circumstances of Meetings**

In the event of unusual circumstances at a meeting, such as a power outage or other natural or manmade interruptions, the Commission has the prerogative to take a short recess to make a decision about how to proceed. If the interruption is longer than thirty minutes, or if circumstances make it impossible to conduct the meeting in a normal fashion, then the public hearing(s) will be continued to a later date.

### **D. Notice of Meetings**

Notice to the members of each regular meeting shall be deemed given by these Bylaws. Notice to the public of regular or special meetings shall be given in compliance with the Colorado Open Meetings Law, C.R.S. Section 24-6-401, *et seq.*, as from time-to-time amended. Notice of special meetings shall be given to members at least 24 hours in advance by either (1) announcing the special meeting at a regular meeting; or (2) transmitting electronic mail or fax, in all cases directed to the member at his or her residence or place of business.

### **E. Quorum**

A majority of the members of the Commission shall constitute a quorum for the transaction of business at any meeting, provided that if less than a majority of the members are present at said meeting, a majority of the members who are present may adjourn the meeting to another time without further notice.

### **F. Manner of Acting**

The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Commission.

### **G. Minutes and Records**

Minutes of all meetings of the Commission shall be kept. The Planning Division shall maintain all of the records of the Commission and shall transmit them timely to the Commission for their review and approval.

### **H. Executive Sessions**

The Commission may go into executive session for any reason allowed under the Colorado Open Meetings Law, C.R.S. Section 24-6-401, *et seq.*, as from time-to-time amended. Executive sessions shall be called in the manner set forth in the Colorado Open Meetings Law.

## **I. Hearing Procedures**

The Commission shall follow the following procedure for all public hearings:

1. Call to order
2. State brief purpose of the hearing and identify the applicant. Ask for proof of public notice and read it into the minutes.
3. Ask for staff report.
4. Ask for applicant's comments including a description of any displayed graphic materials.
5. Open the Public Hearing and announce the following procedures for taking public comment:
  - a. Any person wishing to speak shall be given an opportunity to make their statements. Persons wishing to speak should place their name on the public hearing sign-up sheet. The order of public testimony will be taken from the sign-up sheet, unless a compelling reason is given to take a person's testimony at an earlier point.
  - b. Before speaking, please identify yourself for the record by stating your name, place of residence, your association with the action before the Commission, and any financial or personal interest you may have in that action. If you do not live within the municipal limits of Castle Rock, please state so for the record. Provide your testimony. In the interest of time, please indicate that you agree with another's testimony rather than restating it.
  - b. If you have any material to support your testimony such as pictures, petitions and maps, please present them to the Chair so that they may become part of the record.
6. Allow the applicant an opportunity to present any rebuttal testimony or evidence in response to public comment, testimony, or questions.
7. The Commission shall then be given an opportunity to ask questions of the applicants, staff, or any public presenting testimony.
8. Close the public hearing. Once the public hearing is closed, the Commission may discuss the application for purposes of preparing a motion on the application.
9. Commission motion and vote – the Commission may act on the item being heard by recommending approval, approval with conditions, denial, or continuation to a date certain.

## **J. Robert's Rules.**

Any matter not addressed by these Bylaws shall be governed by Robert's Rules of Order.

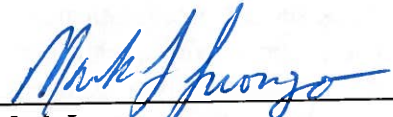
**Article 4 – Amendments**

These Bylaws may be amended by an affirmative vote of four members of the Commission during a regular or special meeting. There shall be at least a five day period between the initial proposal of an amendment and the final vote of the amendment.


**Article 5 – 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 25th day of June, 2015.

**ATTEST:**

  
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Mark Luongo  
Vice Chair

**PLANNING COMMISSION:**

  
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Michael Fronczak  
Chair