BYLAWS OF THE
ESTES VALLEY PLANNING COMMISSION

I. MEETINGS

A. Following adoption of the Estes Valley Development Code, regular meetings of the Commission shall be held on the third Tuesday of each month in the Board Room of the Town of Estes Park Municipal Building, with the time set by an adopted motion of the Commission. If the Chair determines that any matter before the Commission cannot be heard and considered for action within a reasonable time frame at the meeting, said matter may be continued, heard, and considered at a specifically scheduled special meeting or the next regularly scheduled meeting. Such matters shall have priority at the next meeting.

B. Special meetings of the Commission may be held at any time at the request of the Chair; at the request of a majority of the membership of the Commission; at the request of the Board of County Commissioners; or at the request of Board of Trustees. Notice of at least three (3) calendar days shall be given to each member of the Commission by telephone, personal service or by fax. Time, place, and purpose of Special Meetings shall be specified in the notice.

C. Regular study sessions of the Commission shall be held in the Administrative Board Room of the Municipal Building approximately two hours prior to each regular meeting, with the exact time depending on agenda content. No official action shall be taken and no quorum shall be required for the study session. The study session shall be open to the public. Unless requested by the Chair, participation in study session shall be limited to the Commission and staff.

II. MEMBERS/QUORUM

A. The Commission shall consist of seven (7) members as specified in the Intergovernmental Agreement between the County and the Town. The number of members of the Commission may be changed by agreement between the County and the Town.

B. A quorum for transaction of business shall consist of four (4) members.

C. Actions shall be by a majority vote of members present when a quorum is present except when a larger majority is required pursuant to State Statute or pursuant to Town and County Agreement.

D. In a meeting where a quorum is not present, all scheduled matters shall be rescheduled for hearing at the next regular Commission meeting, or at a special meeting.
III. OFFICERS

A. There should be a Chair and a Vice-Chair for the Commission. Each shall serve for a two-year term beginning in the first meeting of January of every other year beginning in January of 2011. The Chair shall be from a County appointee for 2011-2012. The town and County appointee shall alternate the Chair in two-year increments. The Vice-Chair shall also alternate between the Town and County appointees opposite that of the Chair for a two-year term. The Chair and Vice-Chair shall be chosen by members of the Commission. The Commission may appoint such other officers, such as Secretary, as the Commission deems necessary for the conduct of its business. Such other officers may be non-members of the Commission.

B. The duties and powers of the officers of the Commission shall be as follows:

Chair shall:

1. Preside at all meetings of the Commission and maintain proper decorum by controlling the meeting, avoiding duplication of testimony, and avoiding demonstration(s).

2. Call special meetings of the Commission in accordance with the bylaws.

3. Sign the documents of the Commission.

4. Ensure that all actions of the Commission are properly taken.

Vice-Chair shall:

1. During the absence, disability, or disqualification of the Chair, exercise and perform all of the duties and be subject to all the responsibilities of the Chair.

Chair Pro Temp shall:

1. During the temporary absence, disability, or disqualification of the Chair and Vice-Chair, be elected to perform the duties and be subject to the responsibilities of the Chair.

Secretary shall:

1. Sign or attest the signature of the Chair or Vice-Chair on the documents of the Commission.

2. Prepare and keep the minutes of all meetings of the Commission in an appropriate and designated file.
3. Give and serve all notices required by State Statute, Town or County regulations or the bylaws.

4. Prepare the agenda in consultation with the Chair for all meetings of the Commission.

5. Be custodian of Commission records.

6. Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence.

IV. ATTENDANCE/TERM

All members shall attend all meetings, including special meeting of the Commission, if possible. In the event any member misses three (3) consecutive regular meetings or a total of four (4) regular meetings in a calendar year, the Town or the County may remove its appointed member and designate a new member to fill the vacancy. The County appointed member who is subject to Town approval may be removed by the County without Town approval. However, the County shall receive Town approval for the replacement member.

V. STAFF

Legal

The Town Attorney shall serve as the primary legal advisor to the Commission. The Commission and staff shall be authorized to consult with the County Attorney on matters relating to the unincorporated portions of the Area. As required, either or both the County and Town Attorney shall attend meetings of the Commission.

Staff

The Town shall provide the professional staff to the Commission. Said staff may either be employees of the Town and/or independent contractors.

The staff shall be responsible for all necessary reports and studies requested by the Commission, review of all development and land use proposals, attendance at all Commission regular and special meetings and any other work necessary to staff the operation of the Commission. The staff shall also forward and report to the Board of Trustees of the Town and Board of County Commissioners all development and land use proposals that are forwarded to those bodies for action.
VI. CONSENT AGENDA

A. An item may be placed on the consent agenda if it is non-controversial and staff and Applicant have agreed on the findings and conditions of approval.

B. The following procedure will generally be followed by the Commission when considering consent agenda items:

1. Any Commissioner or member of the public may request that an item be removed from the consent agenda and be discussed as a full agenda hearing item. The reason for the request should be stated.

2. The item pulled from the consent agenda will be placed at the start of the regular hearing agenda. The Chair will then conduct an abbreviated public hearing on each item which has been removed from consent, based on the issues raised by those requesting removal.

3. Only one motion is required for all consent items.

VII. GENERAL

A. All maps, plats, correspondence, and other documentation shall be filed in the office of the Town of Estes Park Community Development Department and adequate materials sent to the Commission members. Any materials presented at a hearing or meeting by the Applicant or public shall become part of the official record and at the discretion of the chair may not be returned.

B. The Chair may allow "personal appearances" at the beginning of each meeting by any citizen desiring to speak on any planning matter not on the agenda. The Commission shall not take action on items presented under personal appearances. Any statement made shall be relevant to land use matters and shall be not more than three minutes per person in duration.

VIII. AMENDMENT

These Bylaws may be amended by the affirmative vote of a majority of the members of the Commission, provided that notice of said proposed amendment is given to each member in writing at least seven (7) days prior to the meeting.

IX. PROCEDURES

The Commission shall establish such procedures for the orderly operation of the Commission. Approval or subsequent amendments of these procedures shall require the affirmative vote of a majority of members of the Commission.
Amended and approved this 21st day of December, 2010.

ESTES VALLEY PLANNING COMMISSION
By: Ron Nowak
Chair

TOWN OF ESTES PARK
COMMUNITY DEVELOPMENT DEPARTMENT
By: Alan C. Geller
Interim Director

ATTEST:
By: [Signature]

Acknowledged this 21st day of December, 2011.

TOWN BOARD OF THE TOWN OF ESTES PARK
By: [Signature]
Mayor

ATTEST:
By: [Signature]

Acknowledged this 11th day of January, 2011.

LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS
By: [Signature]
Chair

ATTEST:
By: [Signature]

Revised 01/05/11