

<b>TOWN OF CEDAREGE – PLANNING &amp; ZONING COMMISSION</b>
<b>Regular Meeting</b>
<b>August 4, 2015 at 7:00 p.m.</b>
<b>Cedaredge Civic Center – Grand Mesa Room, 140 NW 2<sup>nd</sup> ST; Cedaredge, CO</b>
<b>Agenda</b>

- 1) Call to Order
- 2) Minutes July 7, 2015 Regular Meeting [A]
- 3) Delta County Planning: None [A]
- 4) Bylaws: Change to Quorum Requirements [A]
- 5) Letter of Interest Planning & Zoning Commission: [A]
  - a) Karen Helbert
  - b) Walt Anderson
  - c) Larry Naslund
- 6) Other
- 7) Adjournment [A]

*The Board of Trustee members may or may not attend Planning Commission meetings*

**RECORD OF PROCEEDINGS**  
**TOWN OF CEDAREGE PLANNING & ZONING COMMISSION**  
**REGULAR MEETING**  
**July 7, 2015**

- 1) **Call to order:** Chairperson Robert Michael called the Regular Meeting to order at 7:00 p.m. Members Present: Chairman Robert Michael, Vice-Chairperson Terry Jarbo, William Miller, and Mayor Patricia Means. Members Absent: Trustee Al Smith. Staff Present: Town Administrator Kathleen Ann Sickles, and Town Clerk Patricia V. Luna.
- 2) **Approval of Minutes of the June 2, 2015 Regular Meeting:** A Motion was made by Mr. Miller and seconded by Mayor Means to approve the Minutes of the June 2, 2015 Regular Meeting. The Motion was then passed unanimously.
- 3) **Delta County Planning:** Subdivision Case Summary SUB15-007 Guadarrama Subdivision, Owner John Guadarrama at Location 247778 Rhapsody Road, Cedaredge, Colorado. A Motion was made by Mr. Miller and Seconded by Mayor Means to send a letter to Delta County Planning as the subject property is within the town's three mile radius and that there is potential for problems with the septic system on Lot 1 containing 1.5 acres. A Roll call vote was taken by Chairman Michael. Ayes: Michael, Jarbo, Miller, and Means. Nays: None. Motion carried 4 to 0 with the Motion passing.
- 4) **Amend Bylaws of Town of Cedaredge Planning & Zoning Commission:** A Motion was made by Mr. Smith and seconded by Mr. Miller to amend the bylaws under Meetings, #4 Quorum to "Quorum determined by a majority of all current members present shall constitute a quorum, but not fewer than three members". A Roll call vote was taken by Chairman Michael. Ayes: Michael, Jarbo, Miller, and Means. Nays: None. Motion carried 4 to 0 with the Motion passing.
- 5) **Adjourn:** The next meeting is scheduled for August 4, 2015. There being no further business Mr. Jarbo moved to adjourn the meeting and this Motion was then seconded by Mayor Means. The Motion was then passed unanimously. Meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Patricia V. Luna, CMC  
Town Clerk

## **BYLAWS**

### **Town of Cedaredge Planning & Zoning Commission**

#### **INTRODUCTION**

1. The name of this organization shall be the “Town of Cedaredge Planning & Zoning Commission”, hereafter referred to as the “Commission”.
2. The Commission is created for the purpose as stated herein with these Bylaws and pursuant to CRS 31-23-202, and amendments thereto.
3. The provisions of these Bylaws shall apply to and govern the Commission.

#### **PURPOSE**

The purpose of the Commission includes:

- Taking the lead in preparing the Town's Master Plan.
- Providing written Resolutions and/or Ordinances drafts as directed by the Town Board.
- Providing recommendations to the Town Board regarding variances and exceptions to the Town Land Use Municipal Codes.
- Insuring that each land use development proposal meets the goals and standards set out in the Municipal Codes, and any applicable land use development policy.

#### **PRINCIPAL OFFICE**

The principal office of the Commission shall be Cedaredge Town Hall, but meetings of the Commission may be held at such places in the Town of Cedaredge, or other places as the Commission shall direct.

#### **JURISDICTIONAL AREA**

The jurisdictional area of the Commission shall be limited to the town limits of the Town of Cedaredge.

#### **AREA OF INFLUENCE**

The review and comment area of the Commission shall be extended to include the defined area of influence outside of the jurisdictional area.

#### **MEMBERSHIP**

1. Qualifications: The members of the Commission shall be residents in the jurisdictional area of the Commission.
2. Composition: The Commission is composed of nine members, including the mayor of the Town and one member of the Board of Trustees of the Town, as ex officio members, and seven persons appointed by the Board of Trustees.
3. Terms of Service: The terms of the ex officio members shall correspond to their official tenures and the terms of non officio members shall be three years.
4. Member’s Duties: Each member shall have the responsibility of attending all regular and special meetings of the Commission in order that the Commission can conduct business in an effective, efficient, and responsible manner. Each member shall fulfill other duties and obligations as assigned by the Chairperson of the Commission. Unexcused absences for more than three consecutive regular meetings by a member shall constitute grounds for dismissal from the Commission, provided that the requirements of the Municipal Code are met. Each member of the Commission who has knowledge of the fact that he/she will not be able to attend the scheduled

meeting of the Commission shall notify the Chairperson of such, no later than 12:00 noon on the date of the meeting. Only the Chairperson of the Commission may authorize excused absences. The Secretary will keep a record of attendance.

5. Vacancies: Vacancies occurring on the Commission shall be filled by recommendation from the Commission to the Board of Trustees for appointment, and such appointees shall complete the un-expired term.
6. Compensation: With exception to ex-officio members, members the Commission shall be entitled to be compensated for their services as follows:
  - a. Effective Date January 1, 2015.
  - b. Each member shall receive twenty-five (\$25.00) dollars per month.
  - c. In the event additional compensation is approved by the Town Board for public hearings, the planning members present at the public hearing will be compensated an equal portion of fees specifically charged to the applicant for the purpose of a public hearing by the Planning & Zoning Commission.
  - d. No compensation will be paid, that month, if the member fails to report to the scheduled regular meeting unless excused in advance by the Commission Chairperson.
  - e. Decrease or increase in compensation shall be adopted by ordinance.
7. Reimbursement: In addition, members of the Commission shall be reimbursed for transportation and actual expenses (up to, but not exceeding state or town policies for reimbursement) incurred while conducting Commission business. Members shall be reimbursed for allowable expenses incurred in attending or conducting Commission business. Members may be reimbursed for the actual expenses while attending conferences or meetings in another city, county or state, providing that (a) such conference or meeting is deemed necessary or beneficial by the Board of Trustees, (b) the conference or meeting deals with planning or related problems, and (c) there are sufficient funds available in the Commission appropriation.

#### OFFICERS

1. Elective officers: The elected officers of the Commission shall be the Chairperson and Vice-Chairperson, who shall be elected annually. The Commission may create and fill such other offices as it may determine.
2. Eligibility: Any member, except ex officio members, of the Commission may hold an elective office.
3. Duties of the Chairperson: The Chairperson shall have the usual executive power of supervision and management of the Commission. The Chairperson shall at a minimum:
  - a. Preside at all meetings of the Commission.
  - b. Call special meetings of the Commission in accordance with these Bylaws.
  - c. Sign documents of the Commission.
  - d. See that all actions of the Commission are properly taken.
  - e. Assign members to specific tasks as necessary to conduct Commission research.
  - f. Be the public representative of the Commission.
4. Duties of the Vice-Chairperson: During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all duties and be subject to all responsibilities of the Chairperson.

5. Terms of office: All elective officers shall be for one (1) year with eligibility for re-election. The term shall commence to run following the annual meeting.
6. Vacancies: The Vice-Chairperson shall succeed the Chairperson if the Chairperson vacates his/hers office before his/hers term is completed. The Vice-Chairperson shall serve for the un-expired term. The Commission shall appoint a member of the Commission to fill any un-expired term for the Office of Vice-Chairperson.
7. Secretary: The Commission, in conjunction with the Town Administrator shall designate the official Secretary of the Commission. The Secretary shall at a minimum:
  - a. Keep the minutes of the Commission in an appropriate manner.
  - b. Give or serve all notices required by law or the Bylaws.
  - c. Prepare and distribute the agenda for all meetings of the Commission.
  - d. Be custodian of all Commission business.
  - e. Inform the Commission of correspondence relating to Commission business and attend to such correspondence.

### MEETINGS

1. Regular Meetings: The first Tuesday of each month at 7:00 p.m.; six times a year and shall be the regular meeting time of the Commission. The Chairperson of the Commission may cancel any regular meeting for which there is a lack of official business. All meetings of the Commission shall be open to the public.
2. Special Meetings: Special meetings may be called by the Chairperson or any two (2) members upon written request to the Secretary. The Secretary shall notify all members at least three (3) days in advance of a special meeting.
3. Annual meeting: The regular meeting held in June shall be known as the annual meeting, and such meeting shall provide for the election of officers, receiving annual report (if any) and reviewing member tasks (if any).
4. Quorum: ~~Majority of all current members present shall constitute a quorum, but not fewer than three members. Four or more members of the Commission on a eight (8) member Commission shall constitute a quorum.~~
5. Official Action: No action of the Commission is official unless authorized by a majority of the members of the Commission attending a regular or properly called special meeting. In the event that a quorum is not present or an “official action“ by the Commission is not obtained, the members present shall consider all applications before the Commission and any action taken by the members present shall be forwarded to the Board of Trustees as an “unofficial action.” Recommendation to the Board of Trustees can still be made under this “unofficial action.”
6. Order of Business: The order of business shall be as follows unless otherwise ordered by the Chairperson:
  - a. Call to order
  - b. Approval of minutes
  - c. Unfinished applications
  - d. New applications
  - e. Other
    - (1) Personal appearances
    - (2) Reports

- (3) Regulations/Ordinances
- f. Adjournment
- g. Workshop
- 7. Public hearings: The order of public hearings shall be but not limited to:
  - a. Summary presentation by the Chairperson
  - b. Applicant presentation
  - c. Town staff comments
  - d. Public testimony
    - (1) Proponents
    - (2) Opponents
    - (3) Applicant responds regarding Proponent and Opponent comments or questions
    - (4) Staff responds regarding applicant comments or questions
  - e. Commission questions of the applicant, attorney, town staff, proponents, or opponents.
- 8. Rules of order: ROBERT'S RULES OF ORDER or Parliamentary Procedure shall govern Commission proceedings unless otherwise specified in the Bylaws.

**VOTING PRIVILEGES**

- 1. Voting right: Each member of the Commission shall have one (1) vote, and each member shall exercise his/her voting right in a manner specified by the Chairperson. Proxies shall not be allowed.
- 2. Conflict of interest: Any member of the Commission who shall feel that he/she has a conflict of interest on any matter that is on the Commission's agenda shall immediately give notice of such conflict to the Commission, voluntarily excuse himself/herself, vacate his/her seat, and refrain from discussing and voting on such matters. At any time, the Commission may, by majority vote of the members present, disqualify any member from participating on any issue for which the Commission agrees that such member has a conflict of interest.

**FINANCIAL ADMINISTRATION**

Authority to expend money: The Commission shall have the authority to expend, under regular Town procedures.

**AMENDMENTS**

These Bylaws may be amended at any meeting of the Commission by official action, provided that notice of proposed amendments is given to each member in writing at least two (2) weeks prior to said meeting. Amendment of these Bylaws shall require an affirmative two-thirds majority vote of the members present and voting.

Amended this 7th day of July 2015.

\_\_\_\_\_  
Robert Michael, Chairperson

Attest: \_\_\_\_\_

Patricia V. Luna, Town Clerk

July 18, 2015



RECEIVED JUL 20 2015

Town of Cedaridge  
Planning and Zoning Commission

Dear Commissioners,

This letter is to inform you of my interest in becoming a member of the Planning and Zoning Commission.

I have been a resident within the jurisdictional area of the Commission since May of 2002.

During my residency, I have been involved in various community endeavors to include Applefest, St Philip's Church, Cedaridge Golf

Ladies Club and am presently  
President of the Homeowners Association  
for the Townhomes at Deer Creek  
Villages.

My 41 year career in education, the  
travel industry and hospitality has  
enhanced my communicative and  
diplomatic skills.

I do have some knowledge of the  
Home Rule Charter as my husband,  
Louis (Bear) Helbert was a member  
of the committee that created it.

Serving on this Commission would  
be very fulfilling as a member of  
this little community. My desire  
is to preserve, as well as, improve  
our uniqueness. We are special!

Yours,

Caren H Helbert  
970.250.0439

Larry Naslund  
250 SW 7Th St,  
P O Box 224  
Cedaredge, CO 81413  
cel 970 623 9189  
email [beezytate@gmail.com](mailto:beezytate@gmail.com)

July 8, 2015

Town of Cedaredge  
235 W Main St  
P O Box 398  
Cedaredge, CO 81413

Attn; Ms Pat Means, Mayor and Chairman of  
the Board of Trustees

Dear Mayor,

Please accept this letter as my statement of great desire to be appointed a  
member of the Town of Cedaredge Planning & Zoning Commission.

Yours truly,

A handwritten signature in black ink, appearing to read 'Larry Naslund', with a stylized flourish at the end.

Larry Naslund

Walter Anderson  
270 NW 7<sup>th</sup> St.  
Cedaredge, CO 81413

RECEIVED JUL 24 2015

Patricia Luna  
Town Clerk  
Town of Cedaredge  
Cedaredge, CO 81413

Patricia,

I would like to be considered for a position on the Cedaredge Planning and Zoning Commission. I understand the requirements of the position and have attended a session.

Thank you,



Walt Anderson