



Board Summary Report

Date: January 23, 2020

To: Board of County Commissioners

Through: Bryan Weimer, Director of Public Works and Development

From: Jan Yeckes, Planning Division Manager

Subject: Request Board Review and Acceptance of Amended Bylaws for the Arapahoe County Planning Commission

Request and Recommendation

Staff requests and recommends that Board of County Commissioners accept the amended Bylaws for the Arapahoe County Planning Commission, a Board-appointed citizen advisory commission that makes recommendations and takes final actions during public meetings, including public hearings, on land use applications, changes to the Arapahoe County Comprehensive Plan, and changes to the Arapahoe County Land Development Code.

Background

Colorado Revised Statutes provides that a Planning Commission will have bylaws or procedures for the conduct of public meetings. From time to time, the Planning Commission reviews and updates the bylaws for conducting matters that come before the Planning Commission during public meetings. These meetings include public hearings, general business actions, and study sessions. The Board of County Commissioners reviews and accepts amended bylaws

Discussion

The most recent review and update of the Planning Commission bylaws was triggered by the adoption of a newly reorganized Land Development Code in August 2019. The bylaws include references to the Land Development Code where the procedures outlined or the definitions included are dictated by the Land Development Code; these section numbers have now changed. In addition, some land development process names and review points changed with the adoption of updated Planned Unit Development processes in April 2017. During this current review of the bylaws, some additional clean-up changes were included to provide clarification where confusion was occurring or to make minor corrections.

Attachments to this Board Summary Report include a “clean” version of the amended bylaws approved by the Planning Commission on January 21, 2020, after introduction of proposed changes at the January 7, 2020, Planning Commission meeting. A minimum two-week period is required between introduction of changes and adoption. Also attached is a redlined version, showing the changes that were made from the previously updated bylaws and including staff comments where needed for explanation of the changes during review.

Align Arapahoe

This action will improve **Government Efficiency** by providing for orderly conduct of business of the Planning Commission.

Alternatives

1. Recommended by Staff: The Board may accept the amended bylaws approved by the Planning Commission on January 21, 2020, as submitted.
 - a. Staff did not find any requirement that this action be taken at a public meeting of the Board.
 - i. The Board may wish to have this added as a Consent Agenda Item for approval by Resolution during a public meeting, or
 - ii. The Board may elect to accept the changes during a drop-in or regular study session.
 - b. The amended bylaws will become effective upon acceptance by the Board.
2. The Board may accept the amended bylaws with further changes. Staff will incorporate the changes prior to the bylaws becoming effective.
 - a. Staff did not find any requirement that this action be taken at a public meeting of the Board.
 - i. The Board may wish to have this added as a Consent Agenda Item for approval by Resolution during a public meeting, or
 - ii. The Board may elect to accept the changes during a drop-in or regular study session.
 - b. The amended bylaws will become effective upon acceptance by the Board.
3. The Board may direct staff to schedule this for further discussion at a regular study session prior to taking any action.

Fiscal Impact

There is no fiscal impact to this change.

Concurrence

The Planning Commission, staff of the Public Works and Development Department, and the County Attorney's Office concur with this recommendation.

Board Summary Report Reviewed by

Bryan Weimer, Director of Public Works and Development
Jason Reynolds, Current Planning Program Manager
Robert Hill, Senior Assistant County Attorney
Todd Weaver, Finance Department