




PLANNING & DEVELOPMENT MEMORANDUM
#57-2023

DATE: Nov. 27, 2023

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager 
Jason Loveland, Interim Deputy City Manager 

FROM: Brook Svoboda, Director of Planning & Development 
Eric Ensey, Senior Planner

SUBJECT: CR-151 – Planning Commission Rules of Order and Procedure

PURPOSE

To consider CR-151, a resolution adopting the Rules of Order and Procedure of the Northglenn Planning Commission.

BACKGROUND

Section 11-6-8(c) of the Unified Development Ordinance specifies the powers and duties of the Planning Commission. This section of the Code indicates that the Planning Commission shall propose rules for the transaction of business to the City Council for review and adoption. City records indicate the last time Planning Commission rules of order were ratified was Jan. 13, 2011. Since the Rules of Order and Procedure had not been updated in many years and with the need to update some procedural items, the Commission decided to update their Rules of Order and Procedure document.

The Commission used the Rules of Order adopted in 2011 as a basis for their modified version. The following is a summary of modifications:

- Language within the Rules of Order has been revised to be non-gender specific, similar to City Council's modifications made to the Municipal Code and the recent ballot measure that was approved by voters. For instance, reference to "chairman" would now be "chair."
- All references to "citizen" have been changed to "resident."
- Section 3. "Special Meetings" was revised to more accurately follows the City's current procedures.
- Section 10. "Secretary" clarifies when meeting information will be provided to the Commission.
- Section 17. "Voting" was revised to be consistent with the City's ethics procedures and State law as it relates to a conflict of interest.
- Section 23. "Making Motions" clarifies that the ex-officio member cannot make a motion as they are not a voting member of the Commission.
- Section 26. "Motion Out of Order" clarifies that an item must be on the agenda at least 24 hours prior to being voted on, which is consistent with State law.

BUDGET/TIME IMPLICATIONS

There are no financial impacts to the City. The Rules of Order and Procedure will take effect upon adoption.

STAFF RECOMMENDATION

Staff recommends approval of CR-151.

STAFF REFERENCE

If Council Members have any questions, please contact Brook Svoboda, Director of Planning & Development, at bsvoboda@northglenn.org or 303.450.8937.

CR-151 – Planning Commission Rules of Order and Procedure

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-151
Series of 2023

Series of 2023

A RESOLUTION ADOPTING THE RULES OF ORDER AND PROCEDURE OF THE NORTHGLENN PLANNING COMMISSION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Rules of Order and Procedure of the Northglenn Planning Commission, attached hereto as **Exhibit A**, are hereby adopted by the City Council of the City of Northglenn, Colorado.

Section 2. All previous Rules of Order and Procedure adopted by resolution or otherwise are hereby repealed.

DATED at Northglenn, Colorado, this ____ day of _____, 2023.

SHANNON LUKEMAN-HIROMASA
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

RULES OF ORDER AND PROCEDURE

OF THE

NORTHGLENN PLANNING COMMISSION

September 5, 2023

Table of Contents

PLANNING COMMISSION MEETINGS

| | | |
|----|-------------------------|---|
| 1. | Regular Meetings | 2 |
| 2. | Length of Meetings..... | 2 |
| 3. | Special Meetings..... | 2 |
| 4. | Recessed Meetings..... | 2 |
| 5. | Quorum..... | 2 |

OFFICERS AND EMPLOYEES

| | | |
|-----|------------------------|---|
| 6. | Chair..... | 3 |
| 7. | Vice-Chair..... | 3 |
| 8. | Temporary Chair..... | 3 |
| 9. | Ex-Officio Member..... | 4 |
| 10. | Secretary..... | 4 |
| 11. | Commission Clerk..... | 5 |
| 12. | City Attorney..... | 5 |
| 13. | Other Employees..... | 5 |

DUTIES AND PRIVILEGES OF MEMBERS

| | | |
|-----|------------------------------|---|
| 14. | Right of Floor..... | 6 |
| 15. | Right of Appeal..... | 6 |
| 16. | Limitation of Debate..... | 6 |
| 17. | Voting..... | 6 |
| 18. | Personal Privilege..... | 6 |
| 19. | Dissents and Protests..... | 6 |
| 20. | Attendance Required..... | 7 |
| 21. | Excusal From Attendance..... | 7 |
| 22. | Excusal During Meeting..... | 7 |

COMMISSION PROCEDURE

| | | |
|-----|---|---|
| 23. | Making Motions..... | 7 |
| 24. | Amendment of Motions..... | 7 |
| 25. | Motions to be Stated by Chair-Withdrawal..... | 8 |
| 26. | Motion Out of Order..... | 8 |
| 27. | Written Recommendations..... | 8 |
| 28. | Order of Business..... | 9 |
| 29. | Procedure in Absence of Rule..... | 9 |
| 30. | Public Invited to Be Heard..... | 9 |
| 31. | Commission Candidate Interviews | 9 |

AMENDMENTS

| | | |
|-----|-----------------|----|
| 32. | Amendments..... | 10 |
|-----|-----------------|----|

ADDENDUM

| | | |
|-----|------------------------|----|
| 33. | Order of Business..... | 10 |
|-----|------------------------|----|

**RULES OF ORDER AND PROCEDURE
FOR THE
NORTHGLENN PLANNING COMMISSION**

PLANNING COMMISSION MEETINGS

1. **REGULAR MEETINGS**

The Commission shall meet in regular sessions the first and third Tuesday of each month at 6:00 p.m. in the Council Chambers, unless otherwise determined by Commission action at a prior meeting, or unless canceled by the Chair due to a lack of agenda items.

2. **LENGTH OF MEETINGS**

Regular Commission meetings shall adjourn no later than 10:00 p.m., with a possible extension to 11:00 p.m. The 11:00 p.m. extension shall be voted upon and passed by a majority vote.

3. **SPECIAL MEETINGS**

Special meetings shall be called by the Commission Secretary on the written request of the Chair, any two members of the Commission, or by City Council. Once a special meeting is requested, notice of the meeting shall be provided to each member of the Planning Commission as well as to the City Clerk for posting in accordance with appropriate city procedures. A quorum of members of the Commission are required to be present in order to hold a special meeting.

4. **RECESSED MEETINGS**

Any session of the Commission may be continued or recessed from day to day, or for more than one day, but in no case for a period longer than the next regular meeting.

5. **QUORUM**

A majority of the seated resident members of the Commission in office at the time shall be a quorum for the transaction of business of all Commission meetings, but in no case shall a quorum be constituted by less than three resident members. In the absence of a quorum a lesser number may adjourn any meeting to a later time or date and in the absence of all members the Secretary may adjourn any meeting to the next regular meeting or special meeting, if requested.

OFFICERS AND EMPLOYEES

6. CHAIR

The Chair, or in the Chair's absence the Vice-Chair, shall take the Chair at the hour appointed for the Commission to meet, and shall immediately call the members to order. The roll call shall then be taken by the Clerk, who shall enter in the minutes of the meeting the names of the members present. The Chair shall sign all official documents of the Commission.

The Chair shall be elected at the first regular meeting of each year. The election shall be held by secret ballot. The Secretary shall preside until the election of the Chair. In the case of a tie vote, the Secretary will disclose the names of the tie contestants and another ballot shall be taken, until one person has received a majority vote of all members of the Commission including alternate members. A previous tie vote shall not preclude the election of a person who has not been tied for office.

The Chair shall preserve the decorum and decide all questions of order.

The Chair may, in the Chair's discretion, or at the request of a member of the Commission, require that the witnesses at a public hearing be sworn in. If the Chair chooses to exercise this power, the Secretary of the Commission shall swear each witness in turn prior to their testimony. The oath to be administered by the Secretary shall be as follows:

"Do you solemnly swear, or affirm, that the testimony you will give before this Commission shall be the truth, the whole truth and nothing but the truth?"

7. VICE-CHAIR

The Commission at the first regular meeting of each year shall choose one of its members as Vice-Chair. The Vice-Chair shall be selected in the same manner as the Chair. They shall perform the same functions as the Chair during the disqualification, absence or disability of the Chair. In case of vacancy in the office of Chair, the Vice-Chair shall succeed the Chair and serve the unexpired term as Chair. A new Vice-Chair shall be selected at the next regular session of the Commission.

8. TEMPORARY CHAIR

In case of the absence of the Chair and Vice-Chair, the Secretary shall call the Commission to order and the Clerk shall call the roll of the members. The Secretary shall then determine who the senior Commission member in attendance is and declare that they are the Temporary Chair for the meeting. The

Temporary Chair shall not be an ex-officio member. The Temporary Chair will perform all the functions of Chair. After the completion of any items of business, the regular Chair or Vice-Chair, if they appear, will preside.

9. EX-OFFICIO MEMBER

In accordance with Section 11-6-8 of the Unified Development Ordinance, a member of the City Council shall serve as an Ex-Officio Member of the Planning Commission. Said Ex-Officio Member shall have the same privileges and duties that regular members of the Planning Commission have except said Ex-Officio Member shall have no vote on matters before the Commission.

10. SECRETARY

The Director of Planning and Development or their authorized representative shall serve as Commission Secretary. The Commission Secretary shall:

- a. Keep the minutes of all meetings of the Commission in an appropriate book.
- b. Give and serve all notices required by law or by the rules of the Commission.
- c. Prepare the agenda for all meetings of the Commission after conferring with and getting the approval of the Chair.
- d. Be custodian of Commission records.
- e. Inform all members of the Commission of correspondence relating to business of the Commission and attend to such correspondence.
- f. Handle funds allocated to the Commission in accordance with its directives, the law, and City regulations.
- g. Attest to the signature of the Chair, when required.
- h. Perform such other duties as may be required or assigned by the Commission, rules of order, State statutes, or City ordinances. They shall attend all meetings of the Commission, unless excused by the Chair or the City Manager. They shall keep the Commission fully advised of all matters related to the planning and zoning conditions and needs of the City. They may make recommendations to the Commission and may take part in discussions on all matters coming before the Commission. They shall have a seat but no vote in the meetings of the Planning Commission.

The week preceding each regular Commission meeting, the Secretary will have delivered to each Commission member an agenda showing the order of business and specifying the various items to be included on the agenda along with a copy of the minutes of the previous meeting. In addition, the Secretary shall include with the agendas, copies of the following case file documents for all case file items on said agenda:

- a. Excerpt of approved Planning Commission minutes noting the Commission's most recent official action on this matter and any other pertinent information.
- b. If a rezoning, reference shall be made to the corresponding zoning ordinance section.
- c. If a special or temporary use, a copy of the most recent permit.
- d. The original Planning Staff Report and any subsequent revisions to it.
- e. Written staff report background material, if available.

In addition, the Secretary will include a written summary of all previous official actions as reflected in the case file and will bring the case file to the Commission meeting for possible review by the Commissioners.

11. COMMISSION CLERK

A City employee appointed by the City Manager shall serve as Clerk of the Commission and shall keep minutes and perform such other and further duties in the meeting as may be ordered by the Chair, Commission, or Secretary. The Clerk shall furnish each member of the Commission, Mayor, City Manager, and each member of the City Council with a copy of the minutes of all Planning Commission meetings.

12. CITY ATTORNEY

The Commission, through any ex-officio member who is a member of Council, or Secretary, may request a representative of the City Attorney's Office to attend any regular or special meeting of the Commission. The Commission, through any ex-officio member who is a member of Council, may call upon the Attorney for an opinion on any question of law related to planning and zoning, which opinion shall be furnished in a reasonable time.

13. OTHER EMPLOYEES

When the Commission needs to confer with the head of any department or any

employee of the City on any matter relating to zoning or planning, the City Manager shall be asked by the Chair or the Secretary to request that such employee attend the specified meeting.

DUTIES AND PRIVILEGES OF MEMBERS

14. RIGHT OF FLOOR

When recognized by the Chair, a member shall confine all comments to the questions under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote.

15. RIGHT OF APPEAL

Any member may appeal to the Commission from a ruling of the Chair. The member making the appeal may briefly state their reason for the same, and the Chair may briefly explain their ruling, but there shall be no debate on the appeal and no other member shall participate in the discussion. The Chair shall then ask: "Shall the decision of the Chair be sustained?" If a majority of the members present vote "yes," the ruling is sustained; otherwise, it is overruled.

16. LIMITATION OF DEBATE

No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken.

17. VOTING

The vote by "yes" and "no" shall be taken upon all questions and entered upon the minutes of the Commission proceedings. All members shall vote. Exception: No member of the Commission shall vote on any question in which the Member has a financial interest, conflict of interest, or on any question concerning their own conduct. Disclosure of any financial interests shall be mandatory. Such member shall briefly state the reason, and refrain from voting or participating in any manner on said item as a Planning Commissioner.

18. PERSONAL PRIVILEGE

The right of a member to address the Commission on a question of personal privilege shall be limited to cases in which their integrity, character, or motives are assailed, questioned, or impugned.

19. DISSENTS AND PROTESTS

Any member shall have the right to express dissent from or protest against any

action of the Commission, and have the reason thereof entered in the minutes. Such dissent or protest may be filed in writing or given orally and presented to the Commission not later than the next regular meeting following the case of the action objected to.

20. ATTENDANCE REQUIRED

A written report signed by the Commission Chair and Secretary shall be sent to the City Council in regard to any member of the Commission including ex-officio members who have three consecutive unexcused absences from Commission meetings, for Council determination as to whether this should be cause for removal of that member from the Commission. Such report shall be sent to the Council within two days after the member's third unexcused absence or by the time of the Council's next scheduled meeting.

21. EXCUSAL FROM ATTENDANCE

No member shall be excused from attendance at a Commission meeting, except upon roll call, and approval by the Chair.

22. EXCUSAL DURING MEETING

No member may leave the Council Chamber while the Commission is in regular session without permission from the Chair.

COMMISSION PROCEDURE

23. MAKING MOTIONS

All motions presented by any regular member shall require a second by a regular member. If no second is made, the question shall be considered lost. The Chair shall have the same rights and privileges of making motions as any other member. A motion shall be made and seconded prior to discussion by the Commission. A majority vote of members present, unless otherwise provided, shall decide all questions; provided however, the City Council representative acting as the ex-officio member shall not be permitted to make a motion, or vote on any matter.

24. AMENDMENT OF MOTIONS

Any amendment to a motion, whether it be for the purpose of adding to, deleting from, or changing the character of the original motion, shall require a majority vote of members for adoption.

25. MOTIONS TO BE STATED BY CHAIR-WITHDRAWAL

When a motion is made, it shall be stated by the Chair or read back by the Clerk before debate. Any member may demand that it be put in writing. A motion may be withdrawn by the mover without the approval of the Commission members. After discussion and debate is concluded, the Chair or the Clerk shall restate the motion and any amendments thereto prior to a vote on the question.

26. MOTION OUT OF ORDER

The presiding officer may at any time, with approval of a majority vote of the members present, permit a member to introduce an item of business or motion out of the regular order for discussion. Absent extraordinary circumstances where it was not possible to post specific agenda information more than 24 hours in advance, the Commission may not take any action on any matter that was not listed on the agenda.

27. WRITTEN RECOMMENDATIONS

Every matter to come before the Commission for a recommendation to the City Council must be filed with appropriate officer of the City sufficiently in advance of the Commission meeting at which it is to be on the agenda to allow proper processing. Such processing shall include obtaining the necessary approvals from administrative employees of the City and analysis by the Director of Planning and Development or their authorized representative to allow formulation of their Department's recommendation. Evidence of all necessary approvals and the written recommendation of the Director of Planning and Development or their authorized representative shall be ready by 5:00 p.m. on the Wednesday before the Commission meetings and copies shall be delivered to all Commission members along with the agenda by Friday before the Commission meeting at 5:00 p.m. Written recommendations of the Director of Planning and Development or their authorized representative may be included with the written recommendations of the Planning Commission when they are forwarded to the City Council.

If the Director's recommendations differ from those of the Commission, the Commission may present its own recommendations to Council. Commissioners will determine, at any meeting in which action is taken which will be forwarded to City Council, which of the members will attend the Council meeting to present the Planning Commission recommendation. The Director/Secretary will have delivered to the designated Commissioner a copy of the same material presented to the Council and the Agenda of the Council meeting on the Friday prior to the Council meeting.

A minority report from the Commission shall also be forwarded to the City

Council, if written by the minority. The same material presented to the Council will be afforded to the Commissioner representing the minority view.

28. ORDER OF BUSINESS

- a. In order to expedite matters of greater importance than others, or for other reasons, the Chair may, upon a majority vote of the Commission, vary from the order of business.
- b. The order of business of all regular meetings of the Commission shall be as depicted in the addendum at the end of this document:

29. PROCEDURE IN ABSENCE OF RULE:

In the absence of a rule to govern a point of order or procedure, reference shall be made to Robert's Rules of Order Revised.

30. PUBLIC INVITED TO BE HEARD

In an attempt to hear from the public on items not scheduled for Public Hearing, the standing agenda will make provisions for the Commission to hear from the public about any issue prior to the action agenda portion of the meeting. Additionally, in an attempt to provide the public the opportunity to provide comments about decisions made during the meeting, the standing agenda will make provisions for the Commission to hear from the public regarding any decision rendered at the meeting.

31. COMMISSION CANDIDATE INTERVIEWS

Candidates referred to the Planning Commission by a City Council member will be reviewed in the following manner:

- a. The candidate will be invited to a Commission meeting at the candidate's earliest convenience after the application is received.
- b. The candidate will be briefly oriented to Commission meeting procedure by the Secretary prior to the start of the meeting.
- c. The candidate will be invited to observe the proceedings of the meeting.
- d. Prior to the meeting adjournment, there will be a "question and answer" period in order to provide both the candidate and the Commission the opportunity to ask questions and clarify issues.
- e. The Commission will discuss the candidate's acceptability or denial of

membership without the candidate present.

- f. The candidate will be notified by the Secretary by telephone of the outcome of the Commission recommendation.
- g. If the Commission recommends appointment, it will be forwarded in writing to City Council for concurrence/non-concurrence and official appointment.

AMENDMENTS

32. **AMENDMENTS**

These Rules of Order and Procedure may be amended from time to time by the Planning Commission during any regular meeting of the Commission by a motion approved by a majority vote of all members present of the Commission. All motions concerning proposed amendments of these rules shall be noted in the minutes of the Planning Commission.

ADDENDUM

33. **ORDER OF BUSINESS**

The order of business of all regular meetings of the Commission shall be as follows:

- 1. CALL TO ORDER:
- 2. ROLL CALL:
- 3. PLEDGE OF ALLEGIANCE:
- 4. APPROVAL OF MINUTES:
- 5. PRESENTATIONS BY THE COMMISSION/OTHERS
- 6. PUBLIC INVITED TO BE HEARD: 5 Minutes per Speaker
- 7. ITEMS REQUIRING ACTION:
 - A. Public Hearing
 - B. New Business
 - C. Other Business
- 8. COMMUNICATIONS:

- a. Ex-Officio Council Member
 - b. Staff
 - c. Planning Commission
9. PUBLIC COMMENT: Public Invited to be Heard on Any Item Not Scheduled for Public Hearing (Limit 5 Minutes per Speaker)
10. ADJOURNMENT: