

**TOWN OF MEAD, COLORADO
PLANNING COMMISSION
RESOLUTION NO. 01-PC-2022**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE
TOWN OF MEAD, COLORADO AMENDING ARTICLE IV, SECTION 5 AND
ARTICLE V, SECTIONS 4(A) AND 4(B) OF THE PLANNING COMMISSION
PROCEDURES AND RULES OF ORDER**

WHEREAS, the Town of Mead Planning Commission (the “Commission”) was created under Article VII of Chapter 2 of the Mead Municipal Code (“MMC”) and pursuant to Colorado state law; and

WHEREAS, MMC Section 2-7-40 authorizes the Commission to adopt rules and procedures; and

WHEREAS, the Commission adopted Resolution No. 5-PC-2018 on October 17, 2018, adopting procedures and rules of order (“Rules”); and

WHEREAS, Article VII of the Rules provides that the Rules may be amended by a vote of at least four members of the Commission; and

WHEREAS, the Commission desires to amend Article IV, Section 5, and Article V, Sections 4(A) and 4(B) of the Rules, as provided herein, for consistency of quorum requirements with the MMC and to encourage Commission member attendance.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the Town of Mead, Colorado, that:

Section 1. Recitals incorporated. The recitals contained above are incorporated herein by reference and are adopted as findings and determinations of Planning Commission.

Section 2. Amendments. The Rules are hereby amended as follows.

(a) Article IV, Section 5 of the Rules is amended as follows, with deletions in bold strike-through:

SECTION 5. QUORUM

A majority of the ~~regular~~ members of the Planning Commission in office at the time shall constitute a quorum for the transaction of business at all Commission meetings. In the absence of a quorum, a lesser number may adjourn a meeting or continue a meeting to a later time or date; and, in the absence of all members, the Secretary may adjourn a meeting or continue a meeting. In the event any meeting is continued to a later date, the Secretary shall prepare and cause to be delivered to each member of the Commission timely notice setting forth the date and hour to which such meeting has been continued.

(b) Article V, Sections 4(A) and 4(B) of the Rules is amended as follows, with deletions in bold strike-through and additions bolded and underlined:

A. Attendance Required. Planning Commission members are expected to attend all regular and special meetings. Three or more ~~consecutive unexcused~~ absences by a Commission member from regular meetings in a particular year shall be considered unacceptable and shall be cause for further action as provided herein.

A written report signed by the Commission Chairman and Secretary shall be sent to the Board of Trustees concerning any member of the Commission who has three or more ~~consecutive~~ *unexcused* absences from regular Commission meetings **in a particular year**, for a determination as to whether this should be cause for removal of that member from the Commission pursuant to Sec. 2-7-30(d) of the Code.

- B. **Excused from Attendance.** In the event any member of the Planning Commission is unable to attend any meeting of the Commission, such member is requested to make a reasonable effort to so advise the Secretary or Chairman in advance of the meeting. The Chairman shall excuse an absence of any member where the Commission member contacted the Secretary or Chairman **at least 24 hours** in advance of the meeting regarding the reason for the absence or announced a scheduled absence at a previous meeting of the Commission.

Section 3. The Town Attorney's office shall provide an updated version of the Procedures to the Commission Secretary, incorporating the amendments set forth in Section 2 of this Resolution, within ten (10) days following the effective date of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon adoption.

INTRODUCED, READ, PASSED AND ADOPTED THIS 20th DAY OF APRIL, 2022.

ATTEST:

**TOWN OF MEAD PLANNING
COMMISSION**

By Jeanine Reed Secretary
Diana Kees Chairman or Acting Chair

