



Agenda Item Summary

MEETING DATE: Planning Commission – January 15, 2025

SUBJECT: **Resolution No. 01-PC-2025** - A Resolution of the Planning Commission of the Town of Mead, Colorado Amending Article IV, Section 5 of the Planning Commission Procedures and Rules of Order, Clarifying Quorum Requirements

PRESENTED BY: Silvia Buchenic, Assistant Town Attorney

SUMMARY

The Planning Commission adopted procedures and rules of order (“Rules”) by resolution on October 17, 2018, as authorized by Section 2-7-40 of the Mead Municipal Code. The Rules were most recently amended to provide that a quorum is a majority of any of the Planning Commissioners in office (including alternates). The prior maximum possible number of Commissioners was six (6), resulting in three (3) constituting a quorum.

Subsequently, the Mead Municipal Code was amended in 2023 to add an alternate Commissioner, for a total of five (5) regular and two (2) alternate Commissioners. Staff would like to clarify that Article IV, Section 5 of the Rules still requires that at least three (3) Commissioners be present to constitute a quorum, rather than a majority of all Commissioners.

LEGAL CONSIDERATIONS

The Planning Commission may amend the Rules by a vote of at least 4 Commission members, in accordance with Article VII of the Rules. Proposed changes must be submitted to the Planning Commission in writing at the regular meeting preceding their adoption. The proposed change clarifying quorum requirements was previously introduced as an informational item at the regular meeting of the Planning Commission held on December 18, 2024.

STAFF RECOMMENDATIONS

Staff recommends approval of Resolution No. 01-PC-2025 via the following suggested motion:

Recommended motion:

“I move to approve Resolution No. 01-PC-2025, a Resolution of the Town of Mead Planning Commission Amending Article IV, Section 5 of the Planning Commission Procedures and Rules of Order, Clarifying Quorum Requirements.”

ATTACHMENTS

Resolution No. 01-PC-2025