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Minturn Planning Commission
Chair – Lynn Teach
Jeff Armistead
Michael Boyd
Amanda Mire
Darell Wegert

Memorandum

Date: April 10, 2024
To: Minturn Planning Commission
From: Madison Harris, Planner I
Re: Appointment of Planning Commission Chair and Vice Chair

As part of the establishment of the Planning Commission, Sec. 16-21-40. – Planning Commission requires the election of a Chair

> *"(e) Officers; meetings; rules. The Planning Commission shall elect its Chair from among the members and shall fill such other offices as it may determine. The term of the Chair shall be for one (1) year, with eligibility for reelection. It shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record kept in the office of the Town Clerk."*

Staff requests that the Planning Commission elect Chair to run meetings and who can duly address all powers and duties required of the Planning Commission.

(f) Powers and duties. In addition to any authority granted the Planning Commission by general or special law, the Planning Commission shall have the following powers and duties under the provisions of this Chapter:

(1) Prepare Community Plan. To prepare or cause to be prepared a Community Plan or any element or portion thereof, for adoption by the Town Council.

(2) Recommend amendments to the Community Plan. To initiate, hear, review, consider and recommend amendments to the Community Plan, or any element or portion thereof.

(3) Make recommendations on land use proposals. To initiate, hear, review, consider and make recommendations to the Town Council on land use proposals concerning conformance with the Community Plan.

(4) Recommend amendments to the text of this Chapter. To initiate and make recommendations to the Town Council to amend the text of this Chapter.

(5) Recommend amendments to the Official Zone District Map. To initiate, hear, consider and make recommendations to the Town Council to approve or disapprove applications to amend the Official Zone District Map.

(6) Recommend Planned Unit Development (PUD) District. To hear, review, consider and make recommendations to the Town Council to approve or disapprove applications for concept plan and preliminary plan for a Planned Unit Development (PUD) District.

(7) Conditional uses. To hear, review, consider and make recommendations to the Town Council to approve, approve with conditions or disapprove conditional use applications.

(8) Make expertise available. To make its special knowledge and expertise available upon written request and authorization of the Town Council to any official, department, board, commission or agency of the County, a city within the County, or the State or federal government.

(9) Recommend rules of procedure. To recommend to the Town Council additional or amended rules of procedure not inconsistent with this Section to govern the Planning Commission's proceedings.

(10) Make additional studies. To make studies of resources, possibilities and needs of the Town upon the authorization of the Town Council, and to report its findings and recommendations, with reference thereto, to the Town Council.

(11) Other matters. To consider any other matters pertaining to the Planning Commission as provided by law, resolution or ordinance, to act in an advisory capacity to the Town Council when so requested and to perform all other powers and duties authorized and required by ordinance or state law.

Subsequently, while it does not happen often, sometimes there are unavoidable conflicts where the Planning Commission Chairperson cannot make the scheduled meeting. Appointing a Vice Chair allows that person to run the meeting in the Chair's stead. There are no pre-qualifications that the Vice Chair has to have, such as number of years sitting on the Planning Commission. This appointment is a vote by the Planning Commission members.