

## **Town of Ranchester Planning Commission Rules and Procedures**

### **A. Creation and Responsibility**

- a. Enabling Authority:
- b. Responsibility:
  - i. The Commission is to plan for and regulate the orderly development of the incorporated areas in the Town of Ranchester, and the surrounding unincorporated areas as provided by Wyoming Statute. The commission shall:
    - 1. Prepare and recommend to the Town Council a comprehensive plan for development of the Town;
    - 2. Review zoning and development proposals for compliance therewith;
    - 3. Prepare regulations governing the subdivision of land for recommendation to the Town Council;
    - 4. Advise the Town Council on proposed changes to the zoning regulations or the zoning map;
    - 5. Cooperate with and assist other planning commissions, boards, and agencies as required.
  - ii. The commission is to advise the Town in the capacity as an Economic Development Steering Committee. The purpose of the committee is to provide ongoing support and guidance to the Town of Ranchester, and to ensure continued involvement and representation of the business and larger community in the economic development function of the Town of Ranchester
    - 1. Provide guidance to the Town of Ranchester on implementation of an Economic Development Strategy;
    - 2. Represent sectors of the community at the Committee;
    - 3. Ensure that the community's diverse interests are represented in the economic development process;
    - 4. Help identify barriers to the community and economic development in the community;
    - 5. Identify community champions and partnerships to help implement the Economic Development Strategy.

### **B. Membership**

- a. Members: As provided by Ordinance, the commission consists of 5 members, duly appointed by the Mayor and confirmed by the Town Council.

- b. Stakeholders: Defined as members at large, selected from residents of the Town of Ranchester to provide a mix of economic, environmental, cultural, social perspectives, and age and gender representation; Representatives of local business advocacy groups; Representatives of local environmental groups; Representatives of local social (not for profit) groups; Council member (ex-officio); business owners within the Town of Ranchester; property owners.
- c. Terms: Members shall be appointed to four (4) year terms , commencing March 1st of current year. Members shall be appointed such that three (2 or 3) member's terms expire each year. Members may be reappointed two (2) consecutive terms but it is recommended that no member should be reappointed after having served eight (8) years consecutively. Can be reappointed to later non consecutive terms.
- d. Vacancies: If a vacancy occurs, the Mayor shall fill the vacancy by appointment for the unexpired term.
- e. Removal: Any member may be removed for valid cause if determined by the Town Council.
- f. The following shall be defined as cause for removal:
  - i. Accrual of three (3) or more consecutive absences from regular meetings without notification.
  - ii. Attending less than fifty percent (50%) of the regular meetings in a calendar year.

### **C. Meetings**

- a. Open Meetings: All commission meetings are public meetings and shall be held in compliance with Wyoming Law. Timely notice shall be published giving the time and place of the meeting and the scheduled agenda.
- b. Regular Meetings: Regular meetings of the commission will normally be held on the third Monday of each month, or the third Tuesday if Monday is a federal holiday. The time or place of the regular meeting may be changed for cause by vote of the commission.
- c. Quorum: A quorum shall consist of a majority of the appointed members of the commission. A member declaring a conflict of interest shall be counted as present for the purpose of determining a quorum. Members joining the meeting virtually will be considered part of the quorum.
- d. Agenda: The commission shall adopt an agenda as the start of each meeting and may include additions or deletions as presented. No substantive item of business, IE that requires the distribution of printed supported materials followed by a decision, may be added to the published agenda of the current meeting. Any person may submit an item to be added to the agenda of the next regular meeting by submitting the same to the Town Engineer, prior to the mailing of the regular commission information packets.

- e. Order of business: Unless modified by vote of the commission, the normal order of business shall be:
  - i. Call to order
  - ii. Pledge of Allegiance
  - iii. Roll Call
  - iv. Approval of Current Agenda
  - v. Approval of Prior Meeting Minutes
  - vi. Public Hearing/Guests
  - vii. Old business
  - viii. New Business
  - ix. Future Agenda
  - x. Adjournment
  - xi. Future Planning Commission Meetings
- f. Voting: Each member present and not declaring a conflict of interest, shall vote on each motion brought before the commission. If the vote is evenly divided, the motion shall be deemed to have failed (passed on to Town Council without recommendation). Voting shall be by show of hand if requested by any member of the commission.
- g. The recording secretary shall prepare a summary of the meeting giving the verbatim wording and the recorded vote of each motion considered by the commission for each agenda item which is to be considered by the Town Council.
- h. Rules: Meetings shall be conducted by the rules contained in the current edition of Robert's Rules of Order Newly Revised, except as modified or waived by the actions of the commission.
- i. Conduct: Consistent with the intent of providing a fair hearing for all parties and maximizing public input on matters before the commission, the following orders of conduct shall apply for public business item:
  - i. The applicant, or his or her representative, shall be recognized and allowed to make a presentation to the commission.
  - ii. The staff and or Town representative shall be allowed to comment.
  - iii. Members of the public may be allowed to address the commission.
  - iv. Commission members may ask questions of the applicant, town staff persons or other speakers.
  - v. The presiding chairman may set a reasonable time limit for presentations with the consent of the commission.
- j. Special Meetings: Special meetings may be called at the request of the chairman or any two members of the commission. At least three (3) days notice shall be given to each member of the time, place, and agenda of all special meeting.

- k. Work Session: Meetings may be held from time to time as agreed by the commission for any announced purpose. No vote may be taken at such meeting, and the meetings shall be open to the public.
- l. Conflict of Interest: Any commissioner having a conflict of interest in any matter for discussion or vote shall so advise the commission at the time the agenda containing that item is adopted, and shall abstain from discussion or voting on the matter. It shall be noted in the minutes that a conflict of interest was acknowledged and that the member abstains from discussion and voting. A commission member declaring a conflict of interest may be permitted to address the commission from the floor regarding the matter under consideration.

D. Officers:

- a. The commission shall annually elect a chairman and vice-chairman from its ranks. Election shall be held at the first regular meeting after March 1st of each year. The officers shall hold office for 2 years or until their successors are elected and qualified. No officer may hold an office more than four consecutive years.
- b. The Chairman shall:
  - i. Conduct all meetings of the commission
  - ii. Sign any documents and communication on behalf of and as authorized by the commission
- c. The Vice-Chairman shall:
  - i. Conduct meetings in the absence of the chairman
  - ii. Sign documents in the absence of the chairman

E. Committees:

- a. The Commission may appoint ad-hoc committees for any valid purpose. Committees shall consist of at least 2 (two) members of the commission. No committee shall be authorized to take any action on its own or agree to bind the action of the entire commission.
- b. Executive Committee: Following each yearly election, the chairman shall appoint an executive committee of 3 (three) commission members, one of whom shall be the chairman. The committee may meet as necessary to attend to miscellaneous business matters of the commission. The committee shall present a report on each meeting to the full commission at the next regular commission meeting. The committee may not take any action on its own or agree to bind the actions of the entire commission.
- c. Ad Hoc Committees: The commission may from time to time request other groups or individuals to serve on committees to assist in providing or evaluating information to assist in the conduct of the commission's business. Such committees shall serve for a definite time or purpose and shall include at least one member of the commission.

F. Amendment

- a. These rules may be amended during any regular meeting of the commission by a majority vote of the appointed commissioners, provided that public notice shall be given in accordance with Wyoming Law stating the date, time, and place of the meeting and the nature of the proposed amendment (s) to be considered.

We, the undersigned, do hereby certify that the foregoing rules of procedure were duly considered and adopted by the Town of Ranchester Planning Commission on the \_\_\_\_ day of \_\_\_\_\_, 2022.

Chairman: \_\_\_\_\_ Vice Chairman: \_\_\_\_\_

