

**TOWN OF MANCOS**  
**PLANNING AND ZONING AND BOARD of TRUSTEES: JOINT**  
**MEETING**  
**February 11, 2014**  
**7:00 p.m.**

- A. Introductions/Meet and Greet
- B. Description of Role of P and Z and Role of Town Board (Andrea)
- C. Discussion (All)
- D. Issues/Concerns (All)
- E. Communication Strategies (All)
- F. Purpose of February 15<sup>th</sup> Workshop  
*10:00 am-2:00 pm Community Center*
- G. Adjournment

## **Roles and Responsibilities Related to Land Use Issues under Mancos Municipal Code**

February 11, 2014

### **Role of Planning and Zoning Commission**

- Research and make recommendations to Board on issues related to land use.
- Hears recommendations from Planning and Zoning Administrator and works with him/her on land use issues (Town Administrator is the P and Z Administrator).
- Takes direction from Board of Trustees on land use-related items to research and bring recommendations back.
- Creates and keeps up to date a Comprehensive Plan and makes land use decisions consistent with Comprehensive Plan.
- First body to hear and make recommendations on items such as:
  - Applications for annexations
  - Changes to LUC (e.g. marijuana, signs, etc.)-text or zoning map amendments
  - Applications for rezoning, minor subdivisions, planned unit developments (large subdivisions). May weigh in on items related to site design, dimensional standards and requirements, esp. in subdivisions, such as: landscaping, parking, layouts of streets and alleys, lightings addresses, signage, etc.
  - Special use permits

*\*\*\*Requires public hearing at both P and Z and Board of Trustees*

- Hear and decide special exceptions (e.g. fence height, setbacks, sign illumination standards, etc.). These are not heard by the Board of Trustees; however there is a 20 day "call up" period. P and Z may impose conditions with approval.
- Review and approve temporary uses allowed in LUC (street vendor, field office, temporary asphalt or concrete batching plant).
- May attend a pre-application conference with Planning and Zoning Administrator and applicant upon request of Planning and Zoning Administrator.
- Reviews other items related to planning and zoning issues that will then go to the Board of Trustees for review, such as:
  - Amount of "fee in lieu" land use dedication fee
- Participate in community planning efforts such as Grand Ave. Vision Study, LUC Workshops, etc.
- Five (5) regular members of P and Z are also the Historic Preservation Board

### **Role of Board of Trustees Related To Land Use**

- Appoints members to Planning and Zoning Commission
- Receives recommendations from Planning and Zoning Administrator and Planning and Zoning Commission.
- May direct the Planning and Zoning Administrator and Planning and Zoning Commission to research and make recommendations on issues that come before the Board related to land use.
- Makes land use decisions consistent with Comprehensive Plan
- Second body to hear items and make recommendations on items such as:
  - Applications for annexations
  - Changes to LUC (e.g. marijuana, signs, etc.)-text or zoning map amendments
  - Applications for rezoning, minor subdivisions, planned unit developments (large subdivisions). May weigh in on items related to site design, dimensional standards and requirements, esp. in subdivisions, such as: landscaping, parking, layouts of streets and alleys, lightings addresses, signage, etc.
  - Special use permits

*\*\*\*Requires public hearing at both P and Z and Board of Trustees*

- May attend a pre-application conference with Planning and Zoning Administrator and applicant upon request of Planning and Zoning Administrator
- Participate in community planning efforts such as Grand Ave. Vision Study, LUC workshops, etc.

## ARTICLE 9

### Planning Commission

#### Sec. 2-9-10. Created.

There is hereby created an advisory commission, which shall be organized in accordance with the provisions of this Article and known as the Planning and Zoning Commission ("Planning Commission"). (Prior LUC 6.1.1; Ord. 634 §1, 2010)

#### Sec. 2-9-20. Membership.

(a) The Planning Commission shall consist of seven (7) members, five (5) of whom shall be appointed by the Board of Trustees, and two (2) of whom shall be nonvoting ex officio members of the Board of Trustees. One (1) of the two (2) ex officio members shall be the Mayor, pursuant to Section 31-23-203, C.R.S. There shall also be two (2) alternate members designated Alternate No. 1 and Alternate No. 2, who shall also be appointed by the Board of Trustees. The two (2) alternate members shall be available to bring the Planning Commission to five (5) members in the absence of all five (5) members being available. The alternates shall also be available to provide a quorum if such is required to have a meeting of the Planning Commission.

(b) The terms of office of the Planning Commission members shall be staggered. As the term of each member expires, the vacancy thus created shall be filled by a majority vote of the Board of Trustees for a term of three (3) years. If a vacancy occurs other than by expiration of a term, the Board of Trustees, by majority vote, shall appoint a new member to fill the unexpired term.

(c) Planning Commission members may be removed from office for cause by the Board of Trustees prior to the expiration of the appointed term. (Prior LUC 6.1.1; Ord. 562, 2005; Ord. 634 §1, 2010)

#### Sec. 2-9-30. Officers and procedures.

(a) At the first regular Planning Commission meeting in January of each year, the first item of business shall be the selection of the Planning Commission Chairperson and Vice Chairperson from the membership of the Planning Commission.

(b) The Chairperson shall preside over meetings. In the event a question over procedures arises, *Robert's Rules of Order* shall prevail.

(c) The Planning Commission shall create and fill other offices as it deems necessary.

(d) The recording of minutes of all Planning Commission meetings shall be the responsibility of the Town Clerk.

(e) A majority of the appointed members of the Planning Commission shall constitute a quorum to do business, and the affirmative vote of a majority of the appointed members in attendance shall be necessary to pass any motion.

(f) The Planning Commission shall establish rules and procedures that govern its operation.

(g) The Planning Commission shall hold at least one (1) regular meeting per month. Special meetings may be called by any three (3) appointed members of the Planning Commission or by the Mayor upon due notice to the Chairperson and other members of the Planning Commission. (Prior LUC 6.1.1)

**Sec. 2-9-40. Powers and duties.**

The Planning Commission shall have the following powers and duties:

(1) To recommend the boundaries of the various zoning districts and appropriate regulations to be enforced therein, under this Code or the laws of the State, to the Board of Trustees and to recommend approval or denial of zoning changes and regulations under this Code.

(2) To hear, recommend or determine any matter relating to zoning, planning or subdivision control as it may be specified or required under this Code or applicable laws of the State.

(3) To make and adopt a Comprehensive Plan for the physical development of the Town, including any areas outside its boundaries, subject to the approval of the Board of Trustees, which in the Planning Commission's judgment bear relation to the planning of the Town.

(4) To exercise the duties and powers as may be now or hereafter conferred by this Code and the applicable laws of the State.

(5) To hear and decide special exceptions in accordance with Chapter 16, Article 19 of this Code. (Prior LUC 6.1.1; Ord. 634 §1, 2010)