



Planning Commission

Annual Training

Pamela Flowers

Archuleta County
Development Director

January 25, 2023



Agenda

- **Meetings**
- **PC Members**
- **Authority**
- **Planning Staff Role**
- **Member Duties**
- **Member “Responsibilities”**
- **Tips for Effective Meetings**
- **Conflict of Interest Test**



Meetings

- **Regular Meetings**

- Public Hearings/Meetings
- Held the 4th Wednesday of each month at 6:00 pm
- Minutes produced and published

- **Annual Meeting**

- During January Regular Meeting
- Election of Officers & Annual Training

- **Special Meetings**

- Study sessions, work sessions, workshops
- No official record, and no action or decision can be made



PC Members

- **3-Year Terms**
- **Attend Meetings**
 - Notify Planning Department of Absence at least 24 hours prior
- **Quorum shall consist of 3 members**
- **Officers (1 Year Term)**
 - Chair
 - Vice-chair
 - Chair pro-tem
 - Designated Recording Secretary (Development Director)



Authority

- **Authority Enumerated by Statute and Delegated by BoCC (CRS §30-28-104) and in *Archuleta County Land Use Regulations* section 1.2.3**
- **Decisions**
 - Approval, approval with conditions, disapproval
 - Recommendations for same to BoCC
 - Grant Appeal and Overturn Decision of Director **OR** Deny Appeal and Uphold Decision of Director
 - Table to future meeting



Planning Staff Role

- **Administer and Enforce the Regulations**
- **Prepare Staff Reports, Exhibits, Agendas, Notices, and Minutes for Meetings**
- **Advise and Assist the Planning Commission**
- **Educate and Assist Public**
- **Know relevant laws, codes, ordinances, and regulations**



PC General Duties

- **Prepare, review, hold hearings upon, and amend the *Community Plan*.**
- **Recommend amendments, additions, or deletions from the Regulations to the BoCC.**
- **Review applications for Conditional Use Permits based on **criteria and procedures and standards in the regulation**, sec 3.2.3.**
 - Table 3: Uses by Zoning District
 - Vacation Rental Permits (sec 3.2.7 and 5)
 - Sand & Gravel Permits (sec 9.1)
 - Oil & Gas (sec 9.2)
 - Development standards (sec 5)



Subdivision Duties

- **Study each proposed subdivision plat** in connection with the *Community Plan* and the general character of the area, taking into consideration the general requirements (and standards) of the County.
- **Discourage the subdividing of lands** far in advance of the needs of the County; or which by their location, cannot be efficiently served by public utilities, fire and police protection, and other services; or located in areas subject to flooding or topographically unsuitable for development.
- **Encourage the replatting of lands** deemed unsatisfactorily subdivided or underdeveloped, and representing an obstacle to efficient growth.
- Approve applications for **Legal Lot Status** as a correction for improperly divided parcels per sec 4.10. (Consent Agenda)



Appeal Hearing Duties

- **Review and Decide Appeal Hearing Requests**
 - Vacation Rental Permits (VRP) approval conditions, denials, suspensions, revocations, and fines
- **Appeal Hearing must:**
 - Be requested within 30 days of decision appealed
 - Be requested in writing to Planning Department
 - Include payment of fees according to fee schedule
 - Include details of the decision appealed
 - Include grounds for the appeal*
 - Include evidence and relevant sections of regulations
 - Include relief requested
- **Decided based on a preponderance of the evidence presented**



Member “Responsibilities”

- **Come prepared**
- **Reveal conflicts of interest**
- **Leave emotions at the door**
- **Listen to all sides**
- **Listen with an open mind**
- **Apply the regulations as they read, not as you wish they did**
- **Challenge the Staff if information is lacking or unclear**
- **Decisions based on findings of facts, not opinions or hearsay**



Tips for Effective Meetings

- **Public Comment**

- Limit duration of presenters (3 min each typically)
- Limit individuals to written or spoken comment, not both
- Comments in favor vs. comments against

- **Script for Chair**

- Includes ONLY prompts for the next step in procedure
- Keep on track

- **Avoid or Reveal *ex parte* conversations**

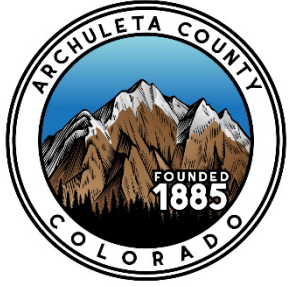
- Discussions outside the public meeting with parties (applicant, planning staff, etc.) regarding the petition
- Reveal content or recuse



Conflict of Interest Test

1. Do you have any financial interest in this petition or will you benefit from any approval/disapproval of this petition in any way?
2. Does a relative or you stand to gain from this petition in any way, financially, or are you or a relative an adjacent property owner to the property being petitioned?
3. Do you have strong outside influences that may affect your decision (i.e. friendship, conflict, etc.)?
4. Will you have difficulty remaining impartial in your decision on this petition?
5. Based upon these answers, will the Planning Commission's reputation for impartiality be tarnished in any way?

IF YES, THEN RECUSE YOURSELF or ABSTAIN



**Thank you for your service to
Archuleta County!**