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## MEMORANDUM

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**To:** Chairman McFarlin and Members of Planning Commission

**From:** Robert Sheesley, City Attorney  
Steve Timms, Planning Manager

**Date:** December 1, 2016

**Subject:** Planning Commission Rules of Procedure

On September 6, 2016, a study session with Planning Commission was held to discuss potential Rules of Procedure which could be utilized to assist the Chair, Vice Chair, and members of the Commission on their duties, roles, responsibilities and also provide some structure to the Planning Commission for the future. During this study session, several other jurisdictional examples were discussed and reviewed. The Planning Commission directed staff to compile Rules of Procedure for Commerce City.

In carrying out this work, staff used several other cities rules as a starting template and added both Commerce City specific items and Commissioner input from the study session into a new document. In addition, the copy in the packet includes changes that were requested by the Commissioners in November. That document is found on the following pages for your review.

In tonight's meeting, the Planning Commission has several options available as it relates to these Rules of Procedure. They include the following:

1. Planning Commission may adopt the Rules as presented,
2. Planning Commission may adopt the Rules with any minor changes or edits; or
3. If large scale changes are needed, Planning Commission can discuss those changes and staff can bring forth an updated copy at a future meeting.

Finally, it is important to note that this will be a living document and can be updated from time to time in the future at Planning Commission's direction.