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**URBAN TRAILS COMMITTEE AGENDA
COMMUNITY DEVELOPMENT CONFERENCE ROOM, 135
250 NORTH 5TH STREET**

WEDNESDAY, JANUARY 8, 2020 @ 5:30 PM

Call to Order/Announcements

Approval of Minutes

Approve Minutes of the December 4, 2019 Meeting

Action Items

Representation on Redlands 360 Advisory Committee

Presentation to Riverfront Commission

Discussion Items

UTC Annual Roadmap Review

2019 Annual Report Review

Strategic Plan - Prepare for 2020 Update

Updates

Compliance Resources for Colorado Open Meetings Act

Wayfinding Project

Other Business/Public Comment

Adjournment

Urban Trails Committee
Minutes – December 11, 2019

Present: Orin Zyvan, David Lehmann, Shana Wade, Dr. Kristin Heumann, Sarah Johnson, Andy Gingrich

Not Present: Devon Balet, Steve Meyer

Also Present: Lance Gloss, Associate Planner for the City of Grand Junction, Vara Kursal, Horizon Drive Business Improvement District, Kristen Ashbeck, Community Developer for the City of Grand Junction, Chuck McDaniels – City Council member, Tamra Allen, Community Developer Director for the City of Grand Junction, Trent Prall, City of Grand Junction Engineer, Michele Rohrbach, One Riverfront Staff – David Thornton, (need title), Greg Canton – City Manager for Grand Junction, Chris Dombkowski – City of Grand Junction GIS, and Eli Jarning with JR Engineering

The meeting was called to order by Orin Zyvan at 5:30 pm at City Hall.

Announcements – There was no announcements.

APPROVAL OF MINUTES – Consideration of November 12, 2019 minutes

Page 3, Gary stated what was typed was incorrect – it was to say

Page 3, Orin expressed concern for project should read projects.

Correction - Other business, should read tune instead of turn.

Action: Andy motioned to approve the minutes with corrections mentioned above. Kristin seconded. Motion passed.

Discussion Items – Eli Jarning, consultant with JR Engineering, works on the Comp Plan. He had two maps on the table for members to review and explained what he and the City are working towards with the maps and the plan revision. He asked about the UTC tier projects and what is funded on the list.

Talked about how the projects were prioritized, getting kids to schools safely and the major connections for bicycles and pedestrians, north/south and east/west corridors.

Shana stated Orchard needs work and Kristin stated North Avenue has issues.

Eli talked about installing directional curb ramps, painted green bike lanes and other intersection revamping. Each intersection will need something different in order to make them work for pedestrians and cyclists.

Trent stated the new intersections on 24 Road will have bike lanes. Kristin asked if G Road is intended as connecting. Trent said long term, yes.

Orin asked about a map showing population density. Andy said he could put something together.

Kristin added 12th is another issue and recommended meeting with CMU. Orin said connection to/from and through CMU is a problem.

David stated there are several neighborhood routes that aren't marked on any maps where City has right of way.

Lance stated neighborhood parks and access to public lands and trailheads are important too.

Orin would like to see guiding policy in the plan would be useful as larger development happen.

Orchard Avenue will be completed next spring. Orin stated due to time it would be wise to get Eli a revised priority list instead of spending time going over it tonight. Kristin wanted to make sure nothing was missed on the list. Will coordinate with Trent to Eli and updated listed.

Orin expressed how to go about applying Complete Streets Policy. Eli said they can identify streets that would be good candidates. David stated canals were showed on Eli's maps and asked if they would be part of the Comp Plan. David talked about the four segments identified that are not identified on his map.

Tamra reminded everyone that this process is not getting down to the fine print of the trails but more about pilot projects.

Tamra asked about problematic items that UTC think needs more explanation in the plan please let her know sooner rather than later.

Kristin mention 2nd Street is important since work being considered now. Andy said it would have the highest impact.

Comments to be sent to Dave.

Summary of Chair Meetings with Community Development and Public Works – Gary, Orin, Lance, Trent and Tamra met about three weeks ago and decided how to store hard copy documents. Lance stated the City acts on opportunities so having the documents are worth the time to keep them up to date.

Gary thanked Lance for stepping up and taking over since Kathy left. Tamra thanked Orin and Gary for taking the time to meet with her, Trent and Lance. Kristen will be in the background for the next few months.

Review of Year's Accomplishments – Lance stated one of the best ways for UTC to communicate to City Council is to provide an Annual Report. One was not completed in 2018 but Gary is working on one for 2019 (will email out list and group is to review and get any additions to Lance). Would review at January meeting so can approve and then document can be presented to City Council in February. Will also discuss road map of agenda items for 2020 meetings. Will also need to have discussion on subcommittees.

Update

Dios Rios Grant Letters – City has invited UTC to submit a letter of support for this project. Lance passed around a draft letter for two difference grants, one goes to CDOT – TAP grant, MMOF grant goes to Regional Transportation Office (need who it goes to). \$3.5 million would about \$.5 million for match and hope to use other grants for cash match. Greg said it is an approved project in the capital plan. Shana moved to write two letters. Sarah second. David and Andy abstain. Motion was carried.

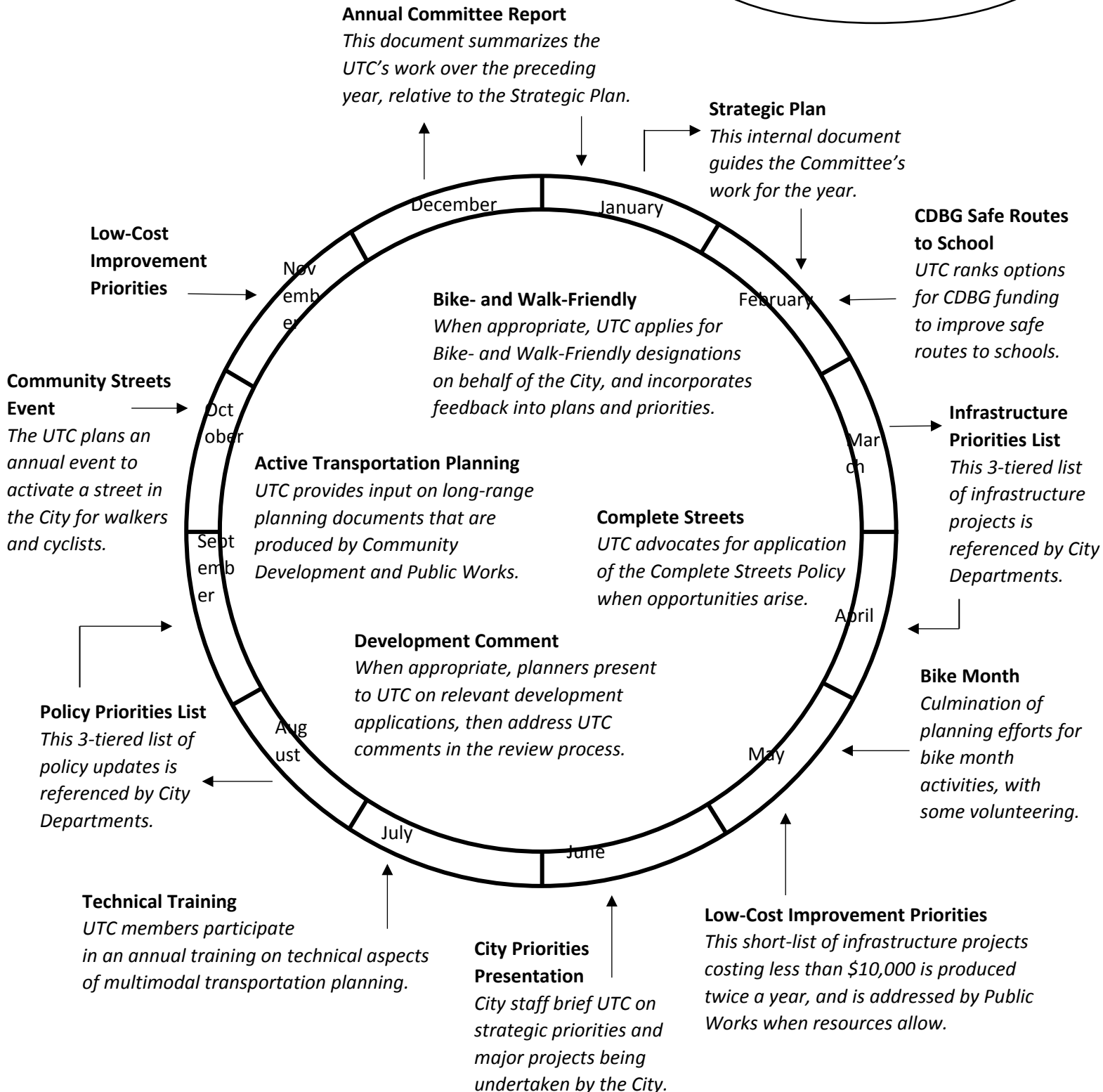
Technical Resources – Drive Documents and Possible Workshop – Tabled until next month.

Other Business/Public Comment – There was no public comment.

Adjournment - The meeting was adjourned at 7:05pm.

Urban Trails Committee Annual Roadmap

Some UTC Projects are produced annually, while other responsibilities are handled on an as-needed basis.





CITY OF GRAND JUNCTION

URBAN TRAILS COMMITTEE

2019 ANNUAL REPORT

INTRODUCTION

INTRODUCTION

Resolution No. 48-94 created the Grand Junction Trails Board in 1994 as a subcommittee of the Riverfront Commission to serve as the principal coordinating body for the development of a trails and pathway system throughout Grand Junction and connecting to trail systems outside the City; to plan, develop and promote such a path system and help coordinate the implementation of the Multi-Modal Plan; and to actively pursue the development of new trails both in the City and in areas which may be annexed.

Resolution No. 48-14 was adopted by the Grand Junction City Council on December 17, 2014, re-establishing the Trails Board as the Urban Trails Committee (UTC) of the City rather than being a subcommittee of the Riverfront Commission.

VISION

The UTC envisions Grand Junction as a vibrant walkable and bikeable community for all ages and abilities. The convenience, efficiency and safety of our active transportation network will be an attraction to everyone who lives here or comes to visit.

PURPOSE

The purpose of the Urban Trails Committee is to plan and promote the City Council's goals for an interconnected network of sidewalks, paths and routes for active transportation and recreation throughout the Grand Junction urbanized area. The Urban Trails Committee will act in an advisory capacity to the Grand Junction City Council on matters pertaining to the safe, convenient and efficient movement of pedestrians and bicyclists of all ages and abilities throughout the community, as well as other forms of transit.

GOALS AND STRATEGIES

GOALS AND STRATEGIES

The following goals and strategies were approved by the Urban Trails Committee in November 2015 and are reviewed on an annual basis. The most recent update was approved in June 2019. The goals and strategies are used to establish the Committees annual work plan and to assess accomplishments.

GOAL ONE.

Improve the built environment by providing safe and efficient active transportation options for people of all ages and abilities by increasing the number of miles of connected sidewalks, bike lanes and pathways within the City.

Strategies

- Review and comment on land development applications to ensure compliance with the Urban Trails Master Plan [2018 Circulation Plan].
- Maintain a prioritized list of on and off-street trail improvements, emphasizing Safe Routes to School and underserved areas of the City
- Identify and assess conditions of major active transportation corridors and connections throughout Grand Junction
- Act in an advisory capacity to the Grand Junction City Council on policy, priorities and funding issues pertaining to active transportation
- Identify safe routes and look for opportunities to provide connectivity and access to the Riverfront Trail
- Identify safe routes and look for opportunities to provide connectivity to public lands trailheads, including Tabaguache trails, Old Spanish Trail and the Bookcliffs/North Desert area
- Maintain and update, as needed, the Urban Trails Master Plan [2018 Circulation Plan].
- Implement a Complete Streets Policy

GOAL TWO.

Increase Programming to promote Safe Walking and Biking Opportunities

Strategies

- Promote Bike Month and Bike to Work Day activities
- Participate in Share the Road activities

GOALS AND STRATEGIES

- Support Safe Routes to School activities, including audits, Walking and Wheeling events, bike rodeos, education and safety campaigns, Walk and Bike to School activities
- Support the development of a sustainable Safe Routes to School program to be implemented district-wide
- Develop a standardized bike/pedestrian wayfinding program using signage, maps and GIS applications
- Develop a community Bicycle/Pedestrian Plan

GOAL THREE.

Increase the number of citizens utilizing active modes of transportation and promote the health, livability and economic benefits of a Walkable/Bikeable Community

Strategies:

- Organize and participate in the Walking and Biking Summit and other community forums
- Participate in Healthy Mesa County's Active Communities initiative to promote the health benefits of active transportation choices
- Pursue a Bicycle Friendly Community Designation and continue to work toward improving the rating
- Promote the economic benefits of a walkable/bikeable community by participating in local studies and assessments

2019 PROJECTS AND ACCOMPLISHMENTS

The Urban Trails Committee has regular meetings on the second Wednesday of each month at 5:30 p.m. at City Hall. Committee members are appointed by the City Council and currently include Devon Balet, Andrew Gingerich, Dr. Kristin Heumann, Sarah Johnson, David Lehmann, Steve Meyer, Gary Stubler (Vice Chair), Shana Wade, and Orin Zyvan (Chair). Outgoing member in 2019 was Elizabeth Collins. The Committee is staffed by Lance Gloss (City of Grand Junction Community Development Department) and minutes are taken by Michele Rohrbach (One Riverfront). The Committee was additionally staffed in 2019 by Paul Jagim (City of Grand Junction Public Works Department), Kristen Ashbeck (Community Development Department) and Kathy Portner (Community Development Department). Following is a summary of significant projects and activities that further the adopted goals and strategies of UTC during 2019.

ADVISORY INPUT FOR CITY DEPARTMENTS

The Urban Trails Committee continued its practice of prioritizing projects related to multimodal infrastructure based on the goals stated in the Committee's Strategic Plan. This list of priorities helps inform projects in the City's Capital Plan as well as projects funded by the Community Development Block Grant (CDBG) Program. Design, bidding, and construction proceeded on several of these projects, including the introduction of the city's first sharrows to Main Street (completed 2019), and improvements to Orchard Avenue. The Committee also provided high-level review of selected development proposals. The development team on the Water Tank properties—a 600-acre area between Broadway and South Camp Road—sought comment from the Committee on trails-related issues, as development of that property becomes imminent. The Committee also evaluated the unsuccessful results of recent applications for Walk Friendly and Bike Friendly Community designations and considered ways to put this feedback into action. The Urban Trails Committee also provided input to the City related to Colorado Parks and Wildlife's (CPW's) new statewide policy to collect user fees for all users of the Riverfront trail that pass through Connected Lakes State Park. The Committee also analyzed possible trail sections along irrigation rights-of-way in Orchard Mesa Irrigation District, and forwarded a recommendation for a trail segment to serve as a pilot project to Public Works.

LETTERS OF SUPPORT

The Urban Trails Committee issued several letters of support for partner organizations and City Departments pursuing grant funding for multimodal infrastructure projects. In April, the Urban Trails Committee gave its formal support to a recommendation from New Mobility West for improvement of I-70B at 1st Street and Grand Avenue, and asked the Colorado Department of Transportation (CDOT) to pursue a more pedestrian-friendly, four-lane solution for the site instead of CDOT's proposed six-lane section. In March 2019, the Urban Trails Committee delivered

2019 PROJECTS AND ACCOMPLISHMENTS

a letter to the City of Grand Junction City Council endorsing a policy aimed at updating Transportation Capacity Payments, a crucial mechanism for funding complete street improvements.

In September, the Urban Trails Committee issued a letter of support for the Downtown Development Authority's grant application, aimed at securing funding to develop an Artline on 7th Street south of Main Street. The Artline is planned to consist of various public art installations aimed at activating the street and improving both vibrancy and sense of safety for pedestrians and cyclists. In October, the Urban Trails Committee issued a letter of support for the acquisition of land at the end of the recently constructed Monument Connector Trail by the Colorado West Land Trust. The lease was acquired in November, 2019, and will allow for a paved trail connection reaching within 3,000 feet of the Colorado National Monument East Entrance. In November, 2019 the Urban Trails Committee issued a letter of support for a Department of Local Affairs (DOLA) grant application for infrastructure at the Riverfront at Dos Rios, to be completed in accordance with the Complete Streets Policy and in December, a similar letter supporting a Multimodal Opportunities Fund grant application for a new bicycle-pedestrian bridge connecting Downtown with the Riverfront at Dos Rios.

NEIGHBORHOOD IMPROVEMENTS AND SAFE ROUTES TO SCHOOL

The Urban Trails Committee prioritized Neighborhood Improvements and Safe Routes to School projects to be considered for 2019 Program Year Community Development Block Grant funding. The top four priorities were approved for funding by the City Council. These included ADA Accessibility Improvements in various locations near public buildings, as well as sidewalk improvements for Safe Routes to School at B Road/Mesa View Elementary, at B-1/2 and 27-1/2 Road Safe Neighborhood Route, and at Lorey Drive from Westlake Park to 1st Street. These projects are presently in the design phase, with construction anticipated to be completed in Spring 2019.

CONTRIBUTIONS TO PUBLIC PLANNING PROCESSES

The Urban Trails Committee and its members participated in various long-range planning workshops. Members commented on CDOT's plans for the intersection at 1st and Grand, which is a component of I-70B improvements. Members participated in workshops for the Comprehensive Plan process being undertaken. Project Engineers for the Comprehensive Plan attended an Urban Trails Committee meeting and solicited the Committee's input on elements of the Plan related to transportation and connectivity. The Committee also attended workshops and reviewed planning

2019 PROJECTS AND ACCOMPLISHMENTS

documents for the 2045 Transportation Plan produced by the Regional Transportation Planning Office (RTPO).

COMMUNITY STREETS EVENT

The Urban Trails Committee hosted the third annual Community Streets Event on Saturday, October 19th, 2019. The event was a great success with over 800 participants throughout the day. It was modeled after the “Open Streets” concept that temporarily closes a street to motorized traffic, allowing the street to be used for other community activities. The event closed 10th Street from Belford Avenue to Main Street to non-local vehicular traffic and left Grand and Gunnison Avenues open for cross traffic. The event showcased the connection from Colorado Mesa University to Downtown and offered a number of activities and informational booths along the route and at Washington Park. Twenty-one community groups and 20 local businesses participated. Funding for the event was provided by the Riverfront Foundation, Alpine Bank, CMU Foundation, St. Mary’s Hospital, the Downtown Development Authority, Grand Junction Federal Credit Union, Mesa County Public Health and the City of Grand Junction.

BIKE MONTH

Urban Trails Committee, once again, participated in Bike Month Activities in May. Bike Month is a cooperative effort spearheaded by Mesa County Public Health. Committee members distributed promotional materials and volunteered at the breakfast event at City Hall and at the bicycle rodeo for the end-of-the-month celebration.

BICYCLE AND PEDESTRIAN COUNTS

The Urban Trails Committee participated for the third year running in the National Bicycle and Pedestrian Documentation Project, which aims to provide consistent data collection for use by governments and citizens. This year the Committee drafted and approved an Active Transportation County Policy. This document helps simplify and standardize the counting process. Counts were taken at five locations in 2019, and the data was compiled and analyzed by staff in the Public Works Department.

WAYFINDING PROJECT

Since 2018, the Urban Trails Committee has developed and promoted a valley-wide Wayfinding system intended for the Riverfront Trail and six other major routes connecting through the City of Grand Junction. This project has been pursued with the cooperation with the City of Grand Junction Public Works Department, the City of Palisade, the City of Fruita, and Mesa County. A

2019 PROJECTS AND ACCOMPLISHMENTS

policy draft and possible routes continue to be developed. Additionally, several pilot signs and pavement markings were tested. In May, Bicycle Colorado and the UTC applied for a Unilever's Degree Deodorant and Blue Zones – Made to Move grant, for the purpose of funding the Wayfinding Project valley-wide. To accomplish this, relationships and support were fostered with many entities and a twenty-page proposal was submitted along with letters of support from the various municipal organizations. The grant was not awarded but the UTC learned a lot from the experience to take forward to future grant opportunities. Work completed will be helpful in identify and preparing for future funding opportunities for this project.



STATE OF COLORADO

DEPARTMENT OF LOCAL AFFAIRS

OPEN MEETINGS REQUIREMENTS

I. STATUTORY AUTHORITY

A. **History.** In 1991, the Colorado legislature adopted SB 91-33 which purports to apply to local governments.

B. **Current.** The provisions of the Colorado Sunshine Law applicable to open meetings of local governments are in Section 24-6-401, et. seq., of the Colorado Revised Statutes.

II. APPLICATION

A. **Local Public Bodies.** The law applies to Planning Commissions and Boards of Adjustment as well as County Commissioners, Boards of Trustees and City Councils. A local public body includes:

any board, committee, commission, authority, or another advisory; policy-making, rule-making, or formally constituted body of any political subdivision of the state ... but does not include administrative staff. 24-6-402(l)(a).

Political subdivision is defined to include:

any county, city, city and county, town, home rule city, home rule county, home rule city and county, school district, special district, local improvement district, special improvement district, or service district. 24-6-402(l)(c).

B. **Home Rule Municipalities.** The Sunshine Act has a declaration of statewide interest and specifies that it applies to home rule municipalities. However, the court, not the legislature, is the final arbiter of whether a statute is a matter of statewide or local concern.

While there are not yet any cases on point, there is very good reason to believe that the Colorado Supreme Court will find that the meetings of a local governmental body are a local matter, and home rule municipalities are not subject to the Sunshine Law. See, Glenwood Post v. City of Glenwood Springs, 731 P.2d 761 (Colo. App. 1986) and City and County of Denver v. State, 788 P.2d 764 (Colo. 1990).

Consequently, most home rule municipalities tend to set forth, either by Charter or ordinance or both, the circumstances giving rise to valid executive sessions as well as the rules of notice and publication of meetings which are applicable within the home rule city's boundaries.

C. **Meetings Open to Public.** All meetings of a quorum or three or more members of a body, which ever is fewer, at which any public business is discussed or at which any formal action may be taken must be open to the public unless an exception applies. § 24-6-402(2)(b). The Open Meetings Law defines a “meeting” as “any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication.” § 24-6-402(1)(b).

1. Does not apply to chance meetings or social gatherings at which discussion of public business is not the central purpose. § 24-6-402(2).
2. Does not apply to executive sessions held in compliance with the statute. § 24-6-402(4).

D. **Meetings for Which Notice is Required.** Not all meetings which are required to be open to the public require public notice. Public notice is only required for meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance. § 24-6-402(2)(c).¹

Not all meetings which are required to be open to the public require public notice.

1. "Full and timely" is the type of notice required. The statute does not define the term, but gives one example which can be used, but is not required to meet the notice requirement. That is a notice of the meeting posted in a designated public place within the boundaries of the local government at least 24 hours before the meeting. The posting place must be designated at the first regular meeting of the calendar year, and if possible, the notice should include agenda information. § 24-6-402(2)(c).

2. See Lewis v. Town of Nederland 20 B.T.R. 1205 (Colo. App.1996), wherein the Court of Appeals held that an "emergency meeting" of a Town Board did not require advance notice, since "an emergency necessarily presents a situation in which public notice, and likewise a public forum, would be either impractical or impossible."

E. **Meetings for Which Minutes are Required.** Minutes are not required for all public meetings and are not required for all public meetings for which notice is required. Minutes are required for all meetings at which a policy, position, resolution, rule, regulations or formal action occurs or could occur. § 24-6-402(2)(d)(II). For instance, most cities have policies that formal action cannot be taken at workshops, so minutes would not be required, but the meeting must be open to the public.

Minutes are not required for all public meetings and are not required for all public meetings for which notice is required. For instance, most cities have policies that formal action cannot be taken at workshops, so minutes would not be required, but the meeting must be open to the public.

¹ This point is further addressed in the court case, Board of County Commissioners of Costilla County, Colorado vs. Costilla County Conservancy District and McGowan, which found that the Open Meetings Law requires a local public body to provide public notice of any meeting held or attended by a quorum of the public body when that meeting concerns matters that are related to the policy-making function of that body.

F. **Remedies for Violations.** Any formal action taken is not valid unless it meets the requirements of the Act. Any citizen can enforce the Act and the court shall award attorneys fees to a prevailing citizen. If the public body prevails, it only receives attorneys fees if the court determines the citizen's action was frivolous, vexatious, or groundless. § 24-6-402(8). The statute does not exclude any inadvertent violations of the Act or describe if an open meeting violation voids an action only if it occurs by the final decision-making body or anywhere in the process.

III. EXECUTIVE SESSIONS

This section has been updated since HB 01-1359 (executive session procedures).

A. **Procedure.** Executive sessions can only be called during a regular or special meeting. Before going into executive session, the topic for discussion must be announced in the open meeting. In the open meeting, before going into executive session, the topic for discussion during the executive session must be announced, but should be general enough so as not to nullify the confidential purpose of an executive session. This announcement should include the specific statutory citation regarding the reason for the executive session.

Executive sessions may be held upon the affirmative vote of two-thirds of the quorum present at a regular or special meeting for any of the matters listed in the statute, except no formal action can occur at an executive session (except for approving previous executive session minutes). § 24-6-402(4).

An electronic record of the actual contents of the discussion in the executive session must be made. However, pursuant to CRS 24-6-401(2)(d.5)(II)(B) all or portions of the executive session that constitute a privileged attorney-client communication are not required to be recorded. The executive session record must also contain a citation to the specific provision in the statute that authorizes the session.

B. **Subjects.** When making the announcement in the open meeting before going into executive session, and when confirming the citation in the executive session, these are the subjects allowed for executive sessions:

1. Transfers of property interests, except the executive session cannot be for the purpose of concealing a member's personal interest in the transfer, 24-6-402(4)(a);
2. Conference with an attorney for legal advice, except the presence of the attorney alone does not meet this requirement, 24-6-402(4)(b);
3. Matters required to be kept confidential by federal or state law, 24-6-402(4)(c)- and cite the law, rule, or regulation;
4. Details of security arrangements or investigations, 24-6-402(4)(d);
5. Determining positions and development strategy for negotiations and instructing negotiators, 24-6-402(4)(e);
6. Personnel matters, but in certain situations the subject employee can request an open meeting, and the discussion of other members of the body or of elected officials are not allowed in executive session, nor is the appointment of any person to fill an office of the body or elected official allowed, 24-6-402(4)(f);

7. Consideration of documents protected by the mandatory non-disclosure provisions of the Open Records Act, 24-6-402(4)(g).

C. **Procedures Following the Executive Session.** The record must be kept for at least 90 days following the executive session. 24-6-402(2)(d.5)(II)(E). If legally challenged, a judge may privately review the executive session record to see whether the body's discussion strayed substantially off topic or whether the body took prohibited formal actions in its executive session. 24-72-204(5.5). However, the executive session record is not available directly to the public for review and is not subject to discovery in any administrative or judicial proceeding. 24-6-402(2)(d.5)(II)(D).

*This document is meant to provide general guidance in these matters;
it is NOT to be construed as legal advice.
It is merely a summary of law, not comprehensive.
Please seek legal counsel from your municipal, county, or district attorney.*

This material has been used in DOLA land use planning workshops and was provided by John Hayes of Hayes, Phillips & Maloney, P.C., Attorneys at Law, 1350 Seventeenth St., Ste. 450, Denver, Colorado 80202-1517, (303) 825-6444. Updated information regarding executive sessions was taken from handouts from the Colorado Municipal League, 303-831-6411 (memo from Geoff Wilson) and from Griffiths, Tanoue, Light, Harrington & Dawes, P.C., 303-298-1601 (prepared by Tami Tanoue). CDO updated information concerning the Costilla County case.



STATE OF COLORADO DEPARTMENT OF LOCAL AFFAIRS

PARLIAMENTARY PROCEDURE

ORDER OF BUSINESS

- Call to order
- Approval of minutes
- Reports
- Old business
- New business
- Adjourn

TIPS FOR THE CHAIR

- Repeat all motions.
- Call for both “yes” and “no” votes.
- Don’t discuss motions.
- Be fair.

WHEN YOU WANT THE GROUP TO MAKE A DECISION:

You say, “I move that we _____.” (Called a main motion. Only one on floor at a time.)

The Chair—

- Repeats motion and calls for 2nd.
- Repeats motion and calls for discussion.
- Calls upon people who want to discuss.
- When discussion ends, repeats motion and calls for a vote.
- Announces result of vote.

WHEN YOU WANT TO MAKE A SMALL CHANGE IN A MOTION:

You say, “I move to amend the motion by _____.” (e.g. “adding/substituting/striking the words...”)

The Chair—

- Follows the same procedure as above for main motion.
- Amendments are decided before the main motion.
- Once the amendment is decided, return to consideration of main motion.

WHEN YOU VOTED ON THE WINNING SIDE ON A MOTION BUT NOW YOU HAVE CHANGED YOUR MIND:

You say, “I move to reconsider the motion to _____.” (Usually at same meeting.)

The Chair—

- Needs a second.
- Debatable only if motion to be reconsidered is debatable. May not be amended.
- If passed, return to discuss and vote on the motion to be reconsidered.

MINOR OR INCIDENTAL MOTIONS:

YOU THINK THE CHAIR MADE A MISTAKE IN FOLLOWING THE RULES OF PROCEDURE:

You say, “Point of order, Mr./Ms. Chairperson.” (One of few times you may interrupt another speaker, even the Chair.)

The Chair—

- Says: “State your point.”
- Listens to member, decides if correct, corrects mistake, and goes on with meeting.

GROUP IS BOGGED DOWN ABOUT A MATTER WHICH IS NOT URGENT, OR YOU THINK MORE INFORMATION IS NEEDED BEFORE THE MATTER CAN BE DECIDED:

You say, "I move that we refer the matter to a committee."

The Chair—

- Says: "It has been moved that we refer the matter to a committee."
- Handles like a main motion.
- If motion passes, refer matter to an existing committee or appoint a new one.

GROUP IS NOT READY TO MAKE A DECISION, AND WANT TO WAIT UNTIL A LATER MEETING TO DECIDE:

You say, "I move that we postpone this matter until the next meeting (or other meeting)."

The Chair—

- Handles like a main motion.
- May be amended.
- Only needs a majority vote.
- If passed, put on agenda for a future meeting.

DEBATE DRAGS ON, YOU ARE SURE THAT EVERYONE HAS MADE UP HIS/HER MIND, AND YOU WANT TO END THE DEBATE:

You say, "I move the previous question." (This is only a vote to vote. If it passes, vote on the main motion. If it fails, continue debate on main motion.)

The Chair—

- Says: "The previous question has been moved."
- Requires a second.
- No debate.
- Two-thirds vote to pass.

MOTIONS WHICH CAN BE MADE AT ANY TIME:

WHEN YOU WANT THE GROUP TO TAKE A SHORT BREAK:

You say, "I move that we recess until _____ (time)."

The Chair—

- Requires a second.
- May be amended but no debate.
- Majority needed to pass.

WHEN YOU WANT THE MEETING TO END:

You say, "I move that we adjourn."

The Chair—

- Requires a second.
- No debate.
- Majority needed to pass.

TIME-SAVER TIPS:

- Post or distribute a handout at hearings that explains the procedures and expectations of public hearings, manages public testimony, etc.
- After presentation of the minutes (minutes do not have to be read), the chair says, "If there are no additions or corrections, the minutes will stand approved as printed."
- When there is no new business: "If there is no further business, the meeting is adjourned."

Taken from William Baird's "Parliamentary Procedure in a Nutshell," 1974.



STATE OF COLORADO DEPARTMENT OF LOCAL AFFAIRS

HOW TO ENCOURAGE CITIZEN INVOLVEMENT

Local governments need to do much more than meet the legal requirement for public hearings in order to successfully gain public participation and support for their planning policies and regulations. How do you get citizen participation? The following list includes some ideas. Please share your ideas with us, too! Share your ideas with Anne Miller by phone at 303.864.7726 or by email at anne.miller@state.co.us.

TIPS FOR INVOLVING THE PUBLIC

- It may sound trite, but one sure fire way to spur attendance is with free food!
 - Examples include community picnic with free hotdogs, ice cream socials, etc. These provide an opportunity for appointed and elected officials to talk with the public in a comfortable atmosphere
- Community attitude surveys and photo surveys (e.g., visual preference survey)
- Provide child care at meetings to make it easier for young families to attend
- Community open house to kick-off process
- Neighborhood meetings
- Take advantage of facebook, twitter, youtube, and other social media where appropriate.
- Keep an updated recorded message on one phone line to inform citizens of upcoming meetings and events
- Develop a citizen planning academy
- Present to community groups and clubs; bring ideas of how they can participate
- Use print, radio or TV media if helpful and appropriate for your events and meetings.
- Work with your newspaper to develop a page devoted to local/regional planning meetings, hearings, activities, etc.
- Place flyers around town advertising meetings and planning projects
- Consider a special annual community event hosted by the planning commission, such as a highway cleanup or a picnic
- Include pertinent information regarding civic involvement in the welcome materials for newcomers (e.g., meeting schedule, important community events, list of boards and commissions)
- Topic "teams" or subcommittees, steering committees, etc.
- Have draft plans or regulations available for comment at the jurisdiction's administrative office, the library, on-line if possible, via the newspaper (summary), local coffee shop or hangout, etc.
- Advertising, using non-technical language, with invitation to meeting and to provide comments via mail, email, or phone
- Personal, confidential interviews (appropriate in certain circumstances)
- Small group community goals brainstorming

- “Citizen draft” or temporary citizen committees for input on a project
- Hold a visioning or “Futures” conference and invite stakeholders to identify mutual interests, build a shared vision, and set goals
- Partner with local teachers – present an activity in a classroom or build a project with a teacher regarding a current or future planning project
- Develop a web site with up to date information on planning projects, meetings, hearings and events. Have the plan or summary of the plan and the regulations available on-line if possible. Include an email address for public comments.

MAKE YOUR MEETINGS MORE ACCESSIBLE, MORE ENJOYABLE, MORE PROFESSIONAL AND LESS INTIMIDATING TO THE PUBLIC, WHICH CAN INCREASE ATTENDANCE

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- Regularly provide an agenda at the door, along with a brief explanation of how the meeting proceeds and when and how citizens can comment.
 - Restrict storytelling and consider ending meetings before it gets too late (and continuing on another date, if necessary). A reasonable time limit for public comment helps keep meetings from stalling or going on forever. Citizens may be more willing to attend meetings if they know it won't take all night.
 - Listen. Show citizens you've heard them by responding directly to what they've said, even if you express you do not agree.
 - Build and maintain public trust by holding professional, civil meetings. Avoid calling special meetings, and make an extra effort to be clear about actions, motions, etc.
 - If possible, hold meetings and hearings at times that are convenient to the public.
 - Consider arranging your meeting/hearing room so that the public can see what is being presented by staff, applicants, etc. While it is important for the applicant, for example, to address the board and not the audience, there may be ways to structure the room or use audio-visual equipment so that the audience or public can see the maps or other visual aids which become central to the discussion.

Summary of Ethical Standards for Volunteer Board Members

The ethical standards adopted by City Council apply to all City appointed board members.

Some boards are advisory and some boards are authoritative. Authoritative boards are subject to higher scrutiny due to their decision-making functions. Please see list in Resolution No. 79-06 attached.

The resolution is not all inclusive. There are also standards in State Law. (Article 18, Title 24, C.R.S.)

The City is committed to full disclosure in order to avoid and impropriety or appearance of impropriety.

The board shall not do business with a business owned or operated by a member's relative or business associate.

A board member should not be involved in a decision that could be perceived as providing personal or financial gain to that board member.

A board member should not influence any decision in which a family member or business associate is involved.

If there is any question as to a conflict, board members are encouraged to seek advice from the City Attorney.

Advisory board members are not subject to these rules except that full disclosure is required and a member should abstain from participating in any matter that creates a conflict or an appearance of a conflict.

A historical library of advisory opinions will be developed and housed in the City Clerk's office and is available for review and inspection.