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**PLANNING COMMISSION AGENDA
CITY HALL AUDITORIUM, 250 NORTH 5TH STREET**

THURSDAY, APRIL 9, 2020 @ 12:00 PM

This meeting will be conducted as a VIRTUAL MEETING

View the meeting live or later at www.GJSpeaks.org

To join or listen in to the meeting – please use the following Zoom link:

<https://zoom.us/j/786247437>

Or Dial in at:

+1 253 215 8782 US

Meeting ID: 786 247 437

Call to Order - 12:00 PM

Consent Agenda

Regular Agenda

1. Consider a Resolution Adopting an Emergency Policy Regarding Telephone and Electronic Participation in Grand Junction Planning Commission Meetings.

Other Business

Adjournment



Grand Junction Planning Commission

Regular Session

Item #1.

Meeting Date: April 9, 2020

Presented By: Tamra Allen, Community Development Director

Department: Community Development

Submitted By: Tamra Allen, Community Development Director

Information

SUBJECT:

Consider a Resolution Adopting an Emergency Policy Regarding Telephone and Electronic Participation in Grand Junction Planning Commission Meetings.

RECOMMENDATION:

Staff recommends adoption of a resolution.

EXECUTIVE SUMMARY:

The purpose of the resolution is the facilitation of Planning Commission operations during the COVID-19 pandemic by providing for Planning Commission participation in meetings without exposing themselves or others to risks of contagion.

BACKGROUND OR DETAILED INFORMATION:

On March 23, the City Council declared a local State of Emergency for the City of Grand Junction.

This resolution and associated policy is intended to put in place a temporary, emergency policy to respond to the novel coronavirus (COVID-19) pandemic. The purpose of the policy is the facilitation of Planning Commission operations during the pandemic by providing for Planning Commission participation in meetings without exposing themselves or others to risks of contagion.

Paragraph 5, needs to be completed following discussion and direction by Planning Commission. The question in its most basic form is whether some physical presence of some number of Planning Commission is required. In addition, Paragraph 3, needs

to be completed following discussion and direction by the Planning Commission regarding allowance of participation by the public in person. Following discussion and direction the policy will be amended and approved in final form as determined by the Planning Commission.

The Resolution will remain in effect until it is withdrawn at the conclusion of the emergency or superseded by adoption of a Resolution modifying the Policy.

SUGGESTED MOTION:

Madam Chair, I move to (adopt/deny) Resolution No. 01-20, a resolution providing for Telephone and Electronic Participation in Planning Commission Meetings.

Attachments

1. POL-PC Electronic Meeting

1 RESOLUTION NO. __-20

2 A RESOLUTION ADOPTING AN EMERGENCY POLICY REGARDING TELEPHONE AND
3 ELECTRONIC PARTICIPATION IN GRAND JUNCTION PLANNING COMMISSION MEETINGS

4 RECITALS:

5 The Grand Junction Planning Commission ("Commission") considered the attached Telephone and
6 Electronic Participation in Grand Junction Planning Commission Meetings Policy ("Policy") at a duly
7 noticed Special Meeting of the Commission held on April 9, 2020.

8 At that meeting the Commission determined that the adoption of the Policy will provide a reasonable
9 method for conducting Planning Commission meetings during the novel coronavirus (COVID-19)
10 pandemic.

11 The Policy will help the Commission to conduct efficient and effective meetings and continue to
12 administer the public's business by allowing applicants, citizens and City staff to present, evaluate and
13 comment on annexation, development applications, zoning and other matters under the jurisdiction of the
14 Commission. The process provided in the Policy will include and present opportunities for written and
15 spoken comments, as well as advance review of documents and materials relevant to the applications.
16 Those processes will facilitate comment and participation while respecting the Executive and Public
17 Health Orders regarding extreme social distancing and extended "stay at home" orders. The process and
18 technologies to be utilized by the Commission are described in the Policy.

19 NOW, THEREFORE, BE IT RESOLVED BY THE GRAND JUNCTION PLANNING COMMISSION:

20 a) The Policy shall constitute a temporary, emergency procedure for the Planning Commission to conduct
21 its meetings; and,

22 b) The Policy is effective immediately and shall continue in effect until revised by subsequent emergency
23 resolution of the Commission

24

25 PASSED and ADOPTED this 9th day of April 2020.

26

27

28 Christian Reece

29 Chair of the Commission

30

31

32 Secretary to the Commission

33

34 **Telephone and Electronic Participation in Grand Junction Planning Commission Meetings**

35

36 This policy is a temporary, emergency policy and is established to respond to the novel coronavirus
37 (COVID-19) pandemic ("Policy.")

38 The purpose of the Policy is the facilitation of Planning Commission ("Commission") operations during
39 the pandemic by providing for Commission members, applicants and public participation in meetings
40 without exposing those persons or others to risks of contagion.

41 The Policy is adopted by Resolution of the Commission and will remain in effect until it is withdrawn at
42 the conclusion of the emergency or superseded by adoption of a Resolution modifying the Policy or
43 permanent amendment of the Commission's bylaws by the City Council.

44 1) A Commission member may participate and vote by telephone or electronic means ("Electronic
45 Participation") at a meeting of the Planning Commission if the Commission member is unable to
46 physically attend the meeting(s) due to quarantine, illness or has concern of risk of exposure to the
47 COVID-19.

48 2) For purposes of this Policy, Electronic Participation requires utilizing conference telephone, video or
49 similar electronic means which is(are) clear, uninterrupted and allows two-way communication for the
50 Commission member(s) in attendance and the Commission member(s) participating remotely, as well as
51 persons interested in the conduct of City business.

52 3) Members of the public will be provided a means by which to watch through a live stream and/or hear
53 the proceedings and offer comment on business of the Commission conducted pursuant to this policy as
54 the limits of available technology allow and as otherwise provided by this Policy. The processes for
55 public comment/participation include reviewing of all project documents, viewing of presentation
56 material, and providing written comment on a public hearing item in advance of a meeting as well as
57 through the public hearing portion of an agenda item using gjspeak.org that mimics a traditional public
58 hearing but is conducted virtually. The gjspeaks.org platform also provides for the public opportunity to
59 watch the proceedings through a live stream option. The public can participate and/or view the meeting
60 through written communication, a device or a phone.

61 4) A Commission member(s) who desires Electronic Participation will provide advance notice of his/her
62 desire to participate by telephone or electronically and his/her telephone or electronic contact information
63 to the Community Development Director ("Director") a reasonable time, as determined by the Director in
64 advance of the meeting so that the City can make every reasonable effort to provide the technical means,
65 connections and equipment necessary to fulfill such request(s).

66 5) Electronic Participation by a Commission member(s) shall be counted toward the establishment of a
67 quorum for conducting business of the Commission. During the pandemic, physical presence of a quorum
68 is not required; however, at least _____ member(s) of the Commission shall be present.

69 6) Electronic Participation may be discontinued by a motion and majority of Commission members
70 voting in support of the motion, at any time during a meeting in which it is allowed, if the telephonic or
71 electronic service, equipment or connection(s) results in distorted transmissions of audio and/or video and
72 cannot reasonably be restored within a reasonable time.

73 7) This Policy applies to all public meetings of the Commission.

74 8) All votes shall be conducted by roll call.

75 9) "Action plus" minutes of the meeting together with an audio and/or video recording shall be taken and
76 kept as the record of all meetings conducted pursuant to this Policy.

77 10) Meetings conducted pursuant to this Policy shall be broadcast on channel 191 and streamed on
78 gjcity.org unless technical difficulties prohibit broadcasting and/or streaming.