

**EL PASO COUNTY
PLANNING COMMISSION
BYLAWS**

These new Bylaws of the El Paso County Planning Commission are adopted by the Board of County Commissioners of El Paso County pursuant to the provisions of Article 28, Title 30, C.R.S. and, in the exercise of its powers pursuant to this Article through its authority, organization, management and procedural process hereby repeals Bylaws last amended in 1989 and adopts these amended Bylaws which guides the Planning Commission in the operation of its business.

ARTICLE I. PURPOSE AND AUTHORITY

The El Paso County Planning Commission (hereinafter "Commission") is advisory to the Board of County Commissioners on land use requests with the exception of County Master Plan issues and Location Approvals, which decisions of the Commission are final. In addition, the Commission is authorized to adopt rules and regulations governing its procedure pursuant to §30-28-104(1), C.R.S., Roberts' Rules of Order, and such additional authority and powers as are lawfully conferred upon it by the El Paso County Board of County Commissioners (hereinafter "Board" or "Board of County Commissioners").

ARTICLE II. COMMISSION MEMBERS

Section 1. The Board of County Commissioners shall appoint Citizens to be members, known as Planning Commission members, at or before the annual or organizational meeting of the Commission, which is the third Tuesday meeting in the month of May of the calendar year, or at such other times as necessary to fill vacancies caused by resignation, removal, death or incapacity. §30-28-103(1)(4), C.R.S.

Section 2. Each member of the Commission shall be a resident of El Paso County and shall be at least eighteen (18) years of age. §30-28-103(2), C.R.S.

Section 3. The Board of County Commissioners may also appoint members, to be known as Associate members, which members shall meet the requirements of Section 2 herein. In the event a Commission member is unable to attend a meeting thereof or is unable to act for any reason due to absence, illness, interest in any matter before the Commission, or any other cause, the Commission Chairperson ("Chair") may designate an Associate member to act as an alternate and to serve in his/her place in the role of a "Commission member". §30-28-103(3), C.R.S.

Section 4. Pursuant to §30-28-103(1) C.R.S. the Board has determined that there will be nine (9) Planning Commission members and three (3) Associate members.

ARTICLE III. DUTIES

The Commission shall do the following, including, but not limited to:

Section 1. Elect a Chair in accordance with §30-28-104, C.R.S. and a Vice-chair.

Section 2. Adopt rules and regulations. §30-28-104, C.R.S.

Section 3. Make and adopt a Master Plan in part or in its entirety. §30-28-106, C.R.S.

Section 4. Approve, disapprove, or make recommendations on rezoning, petitions a/k/a applications. §30-28 112, C.R.S. For purpose of these Bylaws, use of terms “petition” and “application” and “petitioner” and “applicant” are interchangeable.

Section 5. Develop, propose and recommend subdivision regulations. §30-28-133, C.R.S.

Section 6. Review and recommend to the Board for its consideration all plats of Subdivisions. §30-28-133(3)(c), C.R.S.

Section 7. Certify copy of the plans for zoning to the Board. §30-28-112, C.R.S.

Section 8. Approve the proposed location and extent of roads, parks, or other public ways, and public utilities, whether publicly or privately owned. §30-28-110(1)(a), C.R.S.

ARTICLE IV. TERMS

Section 1. Not less than 3 nor more than nine Commission members shall serve a term of three (3) years, with a maximum of two successive terms and until their respective successors have been appointed. Terms of office shall be staggered resulting in approximately one-third (1/3) of the members' terms expiring each year. Upon expiration of a second successive term, no member shall be eligible for reappointment until at least one (1) year has passed since they served on the Commission. §30-28-103(2), C.R.S. A Commission member who is appointed by the Board of County Commissioners and has not previously served as a member of the Commission or as an Associate member must attend three (3) meetings and Orientation prior to participating in the voting process. The only exception to this rule is that a new Commission member may participate in the voting process if needed to meet a quorum.

Section 2. Associate members shall serve a term of one (1) year. An Associate member must attend three (3) meetings and Orientation before participating as a Commission member during a Planning Commission meeting. In order for a quorum to be met, an Associate member may be appointed to fill in for a Commission member as

needed. Associate members shall not be limited to two (2) consecutive terms and may be appointed countless times. §30-28-103(3), C.R.S.

ARTICLE V. COMPENSATION

Members of the Commission, including Associate members, shall receive such compensation as may be fixed by the Board of County Commissioners. The Board shall reimburse Commission members and Associate members for actual expenses incurred in the performance of their duties. §30-28-103(3), C.R.S.

ARTICLE VI. VACANCIES

Section 1. When vacancies occur in the Commission, the Board of County Commissioners shall fill the vacancies through appointments. The Board will generally announce/notify the local media of vacancies or advertise in a newspaper of general circulation in the County. Interested citizens can submit a written request of interest to fill this vacancy to the Board. The Board decides when to re-advertise and/or re-interview for an appointment.

Section 2. This appointment shall be effective only for the unexpired portion of the term in which the vacancy occurs. The Board, in its discretion may, at the end of the unexpired term, appoint any member to full term status to fill the vacancy. Members appointed to a vacancy to complete a term which has more than one and one-half years remaining shall only be entitled to serve one additional term. §30-28-103(3), C.R.S.

ARTICLE VII. REMOVAL

The Board shall have the authority to remove a Commission or Associate member without cause or for reasons including, without limitation, unsatisfactory or nonperformance of duty, misconduct, conflict of interest, or other activities deemed by the Board to be detrimental to the best interest of the County. §30-28-103(3), C.R.S.

ARTICLE VIII. OFFICERS

Section 1. At the annual organizational meeting the Commission members shall elect new officers, unless the Commission votes to delay the election. The following officers shall be elected from their Commission members only:

Chair
Vice-Chair

Each Officer shall hold office for a term of one (1) year or until his successor is duly elected or until his death, incapacity, resignation or removal. Officers may be elected to successive terms.

Section 2. A majority of affirmative votes is required to elect each officer.

Section 3. Any vacancy in any office may be filled by the Commission pursuant to Section 2.

ARTICLE IX. POWERS AND DUTIES - OFFICERS

Chair

The Chair's role is to see that the meeting/hearing and debate is conducted in a smooth, orderly, and expeditious manner. The duties of the Chair include but are not limited to the following:

Section 1. Preside at all meetings/hearings of the Commission and conduct meetings in accordance with these Bylaws, and in conformity with State laws, Roberts Rules of Order and any other rules adopted by the Board of County Commissioners.

Section 2. Call special meetings/hearings of the Commission, as needed, in accordance with these Bylaws, and in conformity with State laws, Roberts Rules of Order and any other rules adopted by the Board of County Commissioners.

Section 3. Ensure that a record of the proceedings is kept, which shall be open to the public for inspection at all times. §30-28-104(1), C.R.S. The "Official" record is the digital recording.

Section 4. Utilize expert advice and information from all state officials, departments, and agencies having information, maps, and data pertinent to county planning or zoning as well as technical assistance while conducting hearings/meetings. §30-28-104(1)(2), C.R.S.

Section 5. The Chair may place reasonable time limitations on debate to preclude or limit public testimony including discussion by Commission members.

Section 6. Sign the documents of the Commission.

Section 7. See that all actions of the Commission are properly taken.

Section 8. Cancel regular meetings/hearings for cause: including but not limited to, absence of quorum, absence of an agenda, meeting/hearing date falls on a holiday, or hazardous weather conditions.

Section 9. After conducting a Commission meeting/hearing, ensure certified copies of the plans for zoning are submitted to the Board for its consideration.

Section 10. The Commission is specifically empowered to receive and expend all grants, gifts, and bequests, including state and federal funds and other funds available for the purposes for which the Commission exists pursuant to §30-28-104(2), C.R.S.

Vice-chair

Section 12. The Vice-chair shall assume the duties of the Chair in his/her absence.

Designated Recording Secretary

Section 13. The Commission shall have a Recording Secretary to the Commission be appointed by the Development Services Director or the Director's designee to be present at all meetings/hearings of the Commission. The duties of the Recording Secretary are:

- a. Keep the minutes of the Commission public meetings/hearings.
- b. Prepare Resolutions of the Commission meetings/hearings.
- c. Prepare and distribute the Commission public meetings/hearings agenda, copies of the minutes of the previous meetings/hearings, and copies of the Board meetings/hearings which relate to items previously heard by the Commission.
- d. Act as Custodian of Records for the Commission.
- e. Sign and certify documents.
- f. As otherwise requested by the Planning Commission or other County staff.

ARTICLE X. QUORUM

Section 1. A quorum for the transaction of business at any regular or special meeting of the Commission shall be five (5) Commission members, although the objective is to have nine (9) voting members on each issue. Eligible Associate members may be designated to serve as Commission members to obtain a quorum.

Section 2. In the absence of a quorum, the Chair, Vice-chair or presiding members shall terminate any scheduled meeting/hearing.

Section 3. For a meeting/hearing that has not been convened due to a lack of a quorum, the Chair or Vice-chair shall instruct the Development Services Department staff to reschedule/table the meeting/hearing to the next regularly scheduled meeting/hearing of the Commission or unless otherwise continued/postponed to a date specific.

Section 4. A public notice of such continuance and rescheduling shall be posted on the bulletin board of the County Office Building, 27 E. Vermijo Avenue,

Colorado Springs, Colorado or other place designated by the Commission. In addition, public notices may also be posted on the front door entrances and near the elevator entrances of the County Office Building.

Section 5. Public Notice of Applications will not have to be republished due to meeting/hearing continued for lack of quorum, or other inability to hold meetings including, but not limited to, building closures.

ARTICLE XI. CONFLICT OF INTEREST

Section 1. A Commission member and Associate member have an obligation to carry out his/her duties for the benefit of the people and accordingly should promote public confidence to avoid the impropriety of a conflict of interest. Conflicts of interest and ethics are addressed in Title 24, Article 18, of the Colorado Revised Statutes. Examples of possible conflicts of interest are:

- a. One who acquires or holds a direct personal interest in a business or undertaking and could be directly and substantially affected economically.
- b. A financial interest in the matter.
- c. Accepting a gift of substantial value or substantial economic benefit, which could be viewed as a bribe.
- d. Using confidential information to further one's personal financial interest.
- e. A personal or private interest in the matter.

Section 2. If a Commission member or an Associate member has a private, personal or financial interest in a matter pending before the Commission the member shall:

- a. Disclose the interest prior to the matter being heard at the meeting/hearing.
- b. Abstain from voting on the item and shall leave the hearing room until the matter has concluded.
- c. The Commission member and Associate member shall not discuss the matter privately with other Commission members voting on the matter or, in other words, shall refrain from influencing the outcome of the vote.
- d. Under no circumstances should an announcement of a conflict be interpreted as a means to declare loss of quorum.

e. If the Commission member's participation is necessary to maintain a quorum or to otherwise enable the Commission to act he/she may participate if he/she complies with the following disclosure requirements:

1) Disclose and summarize the nature of the interest prior to the matter being heard at the meeting/hearing.

2) Disclose the interest in writing to the Secretary of State. §24-18-110, C.R.S.

f. The Commission member and the Associate member should not obtain employment, within six months of government service, which would allow the Commission member or the Associate member to take direct advantage over others based on his/her direct involvement/decision making powers as a Commission member in a given matter.

g. While all members of the public, elected officials, staff, applicants and their representatives are invited to contact any or all Commission members and Associate members to provide input regarding any matters that may come before the Commission, with respect to quasi-judicial matters, no Commission member or Associate member shall pre-judge or commit to a position or reach a determination on the merits of any quasi-judicial matter prior to the hearing without publicly disclosing the fact and recusing themselves from the official hearing/meeting at which the quasi-judicial matter is presented.

ARTICLE XII. VOTE

Section 1. The following governs the standards/procedures when voting:

a. Each Commission member is entitled to one (1) vote.

b. All voting shall be by voice vote or roll call. Votes in favor shall be "aye" and votes in opposition shall be "no".

c. No abstentions are allowed with the exception of a conflict (see Article XI, Section 2(b)).

d. Voting shall be required to transact business.

e. A majority vote of the voting members is required for approval or denial of a given issue.

f. Should less than a majority of the Commission vote on any petition, it shall be the ruling of the Chair/Vice-chair that the necessary

quorum for consideration of the petition was not present and consideration of the petition shall be tabled to the next regularly scheduled meeting of the Commission.

g. In the event of a tie vote, the motion being voted on shall be deemed to have failed.

h. A Commission member shall refrain from voting on any matter when he/she has not been present to hear and observe all evidence presented and accepted into the record.

i. It shall be improper for any Commission member to state the vote or sentiments of any absent Commission member.

j. In the event both the Chair and Vice-chair are absent from the meeting, the Commission members present shall vote for a Commission member to act as Chair pro tem for that meeting.

k. Follow Roberts Rules of Order procedures – see Appendix.

ARTICLE XIII. MEETINGS

Section 1. Annual Meeting.

The annual meeting shall be held in May of the new calendar year. Election of Officers shall take place at this meeting.

Section 2. Regular Meetings.

a. Commission meetings/hearings are held on the third Tuesday of each month. If necessary, the meeting/hearing will be concluded on the fourth Tuesday of the month.

b. In the event a regularly scheduled meeting/hearing date shall fall on a holiday recognized by the County, the meeting/hearing shall be held on the following Tuesday of the month. (example: meeting 3rd Tuesday falls on Holiday, meeting will be held on 4th Tuesday).

c. If all petitions cannot be disposed of on the day set, the Commission may adjourn a regular meeting/hearing without further notice and petitions not heard will be continued to the next regularly scheduled meeting. Further advertisement and publication is not required.

Section 3. Special Meetings.

- a. Special meeting/hearing may be called by the Chair with concurrence of a majority of the Commission.
- b. Special meetings/hearings may be held at a time other than the regularly scheduled meeting/hearing agreed upon by a majority of the Commissioners.
- c. Study sessions or workshops can be called at any time for educational purposes. No official record will be kept. No formal action or decisions can be made at any gathering other than at an annual or regular public meeting/hearing.
- d. Notice of special meeting/hearing shall be made public at least one (1) week in advance and shall include the date, time and place of the meeting/hearing and the subject matter to be considered.

Section 4. Executive Sessions

- a. The Commission shall hold any executive session prior to adjournment of an official meeting. Executive sessions shall be recorded, consistent with adopted Commission policy and the applicable provisions of the Colorado Open Meetings Law, §24-6-402, et seq., C.R.S., as amended. The custodian for executive session records is the County Attorney. Without prior public notice, the Chair may call for a vote of the Commission to recess into executive session at any time during a regularly scheduled meeting as circumstances arise. The Chair may schedule and announce a time for the Board to reconvene.
- b. Prior to convening in executive session, the County Attorney or Chair shall announce the topic(s) to be discussed, including the specific statutory citation(s), and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized.
- c. The purpose of calling an executive session is merely to deliberate on sensitive matters that could be compromised by premature public disclosure, and no formal or final action may be taken in executive session. If formal action is required, the matter shall be either immediately voted upon in open session or ratified at a subsequent properly noticed public meeting. The discussion

on the record at the open meeting/hearing must indicate what policy considerations and motivations led to the final decision.

d. If a majority of the Commission members do not agree to the executive session, the request may be withdrawn or discussed during the open meeting.

Section 5. Recesses and Adjournments

a. The Chair may recess a meeting/hearing rather than adjourn to enable the Commission to convene another meeting to consider other matter(s) or to convene in executive session.

b. The Chair may call a recess of the Commission at any time and may announce an approximate time for the Commission to reconvene.

ARTICLE XIV. CONTINUANCE OF AGENDA ITEM

Section 1. The Applicant may request/move to continue action on the petition until a definite date or until the occurrence of a certain event. Once continued, the petition shall be heard by the Commission on the definite date, or upon occurrence of that certain event. The hearing will be scheduled for the next regularly scheduled Commission meeting/hearing after written notification is received by the Development Services Department of such compliance/readiness to proceed.

Section 2. If the Commission is unable to make a decision regarding a petition due to a lack of information such as specific evidence, studies, documentation, not in conformity with the standards or the intent of the regulations, or other additional information, the Commission may move to continue the action by Resolution specifically stating the reasons for the continuance on the petition. The petition will be continued until the next regularly scheduled meeting/hearing or to a definite date without further notice to affected parties or posting of the property.

Section 3. If Applicant or representative is not present, the Commission may either continue the matter to the end of the meeting/hearing or continue the matter to a date certain or, deny the application. The Commission may approve/deny Consent Agenda items without the Applicant being present.

Section 4. No petition shall be continued by the Planning Commission in excess of one hundred and eighty (180) days unless the Planning Commission grants an extension. Any petition continued in excess of one hundred eighty (180) days without an extension shall be considered withdrawn.

Section 5. The Planning Commission shall not continue an agenda item more than two (2) times, then the Commission must take an action to approve or deny.

ARTICLE XV. POSTINGS

Section 1. Pursuant to §24-6-401, et seq., C.R.S., as amended, Colorado Sunshine Act, Open Meetings Law, the Commission shall designate/reaffirm by resolution the posting location(s) of public meetings/hearings requiring public notice and the official custodian of the minutes of the public meetings/hearings at the first regular meeting of each calendar year.

Section 2. Unless otherwise designated, the posting location of the Commission's public meetings/hearings requiring prior public notice shall be the designated bulletin board to be determined by the Commission located at the County Office Building, 27 E. Vermijo Avenue, Colorado Springs, Colorado, and the Designated Recording Secretary of the Planning Commission shall be Custodian of the records/minutes.

Section 3. Posting of the Notice of the date and place of the meeting/hearing of all applicable petitions shall be posted in a conspicuous place on the property site in accordance with the El Paso County Land Development Code.

Section 4. The Designated Secretary of the Planning Commission shall be responsible for preparing, recording, and certifying the agendas for the Commission meetings/hearings. Documents requiring posting, in compliance with the Sunshine Act, will be forwarded to the Administration Department for posting.

ARTICLE XVI. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of these Bylaws is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of these Bylaws.

ARTICLE XVII. CONDUCT OF BUSINESS

In order to ensure that the public meetings/hearings and debate run in a smooth, orderly, and expeditious manner, the Commission is to employ Robert's Rules of Order while conducting its meetings/hearings. See Appendix for further detail.

ARTICLE XVIII. AMENDMENTS

These Bylaws may be amended by majority vote of the Commission, subject to review and approval by the Board.

APPENDIX

A. ORDER OF BUSINESS

1. The Chair shall call the meeting/hearing to order.
2. Reports.
3. Public Comment.
4. Consent Calendar
5. Regular Agenda

B. HEARING RULES

1. The Chair shall call for or read the Agenda Item into the record. (The order of business may be altered by the Chair or by a majority consensus of the Commission at the beginning of the meeting and as circumstances arise).
2. The Chair may allow citizen comment on any matter not scheduled on the agenda, which comments shall be limited to five (5) minutes per speaker. The Commission may not take immediate action on citizen comments that are not properly scheduled before the Commission.
3. The Chair may request Planning Commission members and/or speakers to confine comments to the issue(s) under consideration, offer factual information, and to refrain from offering repetitive and cumulative evidence.
4. To avoid over-crowding of the meeting/hearing room and violation of the fire code provisions, the Chair or other assigned representative shall direct large crowds or gatherings as necessary. Groups of citizens may be asked to select a spokesperson to be admitted to speak on their behalf in the main hearing room with the remaining members to be seated in an adjacent room with live audio broadcasting of the hearing. Live audio capability and additional seating may not be available at other locations.
5. To maintain decorum and a businesslike atmosphere, the Chair shall establish what types of language and comments will not be considered acceptable. Generally, clapping, shouting and/or other outbursts are inappropriate and may not be tolerated; picket signs are prohibited. The Commission Chair is responsible for enforcing the rules and may interrupt the speaker, and remind the speaker of the rules. If the speaker refuses to cooperate and persists in inappropriate behavior, the Chair may call a recess and have the offending party escorted from the hearing room by Security Staff.

6. The Chair shall decide all questions of order, subject to appeal of the Commission. In case of an appeal from a ruling of the Chair, the questions shall be: "Shall the decision of the Chair stand as the decision of the Commission?" If a Commission member violates the rules, the Chair shall call such member to order, in which case the member shall be silent unless permitted to explain.

C. INSTRUCTIONS TO SPEAKERS

Section 1. The Chair shall request presentations from Staff and the Applicant(s) who shall both sign in and verbally state their name and their interest in the matter.

Section 2. Upon completion of the presentations by Staff and the Applicant(s), the Chair shall call the name of each registered person desiring to speak to the Commission, in the following order:

First

a. Those persons providing testimony/evidence in support of the request. All individuals who wish to address the Commission must first sign their name on the attendance sheet, which is placed next to the podium, state their name, place of residence, and who they are representing in the matter and the Agenda Item Number.

Second

b. Those persons providing testimony/evidence in opposition to the request. All individuals who wish to address the Commission must first sign their name on the attendance sheet, which is placed next to the podium, state their name, place of residence, and who they are representing in the matter and the Agenda Item Number.

Section 3. The Commission may address or ask questions of each speaker during and/or upon completion of their presentation. (Persons in the audience shall not address any speaker at the podium).

Section 4. The Applicant may provide rebuttal. If comments are allowed after the rebuttal, then a final rebuttal by the Applicant shall be allowed.

Section 5. A copy of all exhibits including but not limited to: charts, maps, pictures, letters and any other demonstrative evidence presented during the hearing shall be submitted to the designated Recording Secretary.

Section 6. The Chair shall instruct speakers to avoid undue repetition of issues.

Section 7. The Chair may impose time limits for presentation/testimony.

D. CLOSING THE HEARING, COMMISSION DECISION(S)

1. Upon closure of the public testimony, the Chair shall declare the meeting/hearing closed and request discussion or questions from the Commission. Commission members shall not talk over each other, but rather shall seek permission to speak from the Chair.

2. A question under consideration, which covers two or more points, shall be divided into separate questions (if possible) upon demand of any Commission Member.

3. The statement of a motion using the words "I move that..." must not be interrupted even if another Commission member intends to amend the motion. The original motion requires a second. Upon receipt of a motion and second, the Chair shall restate the motion, state who made the motion and second, and call for discussion from Commission members.

4. Discussion then ensues. The only debate permitted is on the Original Motion. Any Commission member, staff, applicant, or member of the public may receive clarification of a motion. The Chair or other Commission member shall then call the question on the motion, and announce the action noting any votes cast in favor or in opposition.

5. Amendments to the Original Motion. While the Original motion is on the floor, a member may move to amend it. A Motion to Amend requires a second. The motion is read as it would be amended and debate centers on the amendment only. A vote for approval or denial is taken on the amendment. If the amendment fails, then the original motion is once again read and debate continues on the original motion. If the amendment succeeds, then the original motion as amended is read and debate continues on the amended motion. A final vote is then taken on the motion in its final form. The Chair or other Commission member shall then call the question on the motion, and announce the action noting any votes cast in favor or in opposition.

6. Motion to Reconsider. If any change is desired to an action, a Commission member who voted for the prevailing motion may initiate a motion for reconsideration. A motion to reconsider requires a second and is not amendable. Debate centers on reconsidering the action taken and after debate, a vote is taken. If a majority of the Commission members vote to reconsider, the original motion returns to the floor and debate continues on the original motion. A final vote is then taken on the motion in its final form.

7. Any Commission member shall have the right to express dissent from or protest against any Commission action, and have the reason entered into the record.

8. The Chair shall be automatically authorized to execute all necessary documents and orders disclosed during the meeting by personnel to effectuate the intent of the Commission's action(s) and need not be a part of the motion.

E. VOTING

Once discussion and debate has concluded, the Chair shall call for a vote:

1. The Chair shall take the vote by voice vote or roll call. Votes in favor shall be "aye" and votes in opposition shall be "no".
2. The Chair shall always vote last.
3. The Chair shall state the result of the vote.
4. The Chair will allow Commission members to explain their votes, if they so desire.

F. RECOMMENDATIONS OR ACTIONS BY THE COMMISSION

1. The Commission shall find as follows:
 - a. Approval of the proposal without conditions.
 - b. Conditional Approval of the proposal indicating recommended conditions.
 - c. Denial of the proposal and state the reasons for denial.
 - d. Continuance of the request to a date and time certain, to an event specific (which shall not be in excess of 180 days), with direction to Applicant as to specific issues that need to be resolved.
2. Tie Vote – no recommendation since a tie vote results in failure of the Motion.
3. A Motion to Approve that fails is deemed denied.
4. A Motion to Deny that fails needs an affirmative motion to pick up conditions and notations.
5. Where associated requests are presented simultaneously (i.e., a rezone and plat), if the motion to rezone fails, then there needs to be a motion to Deny on the associated request.

G. **CONSENT AGENDA ITEMS**

1. The Chair announces that certain applications may be considered as Consent Items.
2. The Chair requests comments from the audience. If there are significant concerns with the agenda item being considered, it may be removed from the Consent Agenda and heard as a Regular Agenda item. A Commission member may request that an agenda item be removed from the Consent Agenda and heard as a Regular Agenda item.
3. The minutes shall be scheduled on the Consent Calendar for the Board's consideration and approval. If a Commission member requests the minutes to be set aside for amendment, the Secretary shall review the record of the proceedings, consult the County Attorney as necessary, and the Commission shall either approve the minutes as amended or schedule any amended minutes on a future Consent Calendar.
4. If there are no concerns, the Chair will call for a Motion to approve/accept Consent Agenda items.
5. The Commission may approve/deny Consent Agenda items without the Applicant being present.

H. **AGENDA MATERIALS AND EXHIBITS**

1. A copy of all exhibits including but not limited to: charts, maps, pictures, letters and any other demonstrative evidence presented during the hearing shall be automatically incorporated as part of the record unless specific objections are raised at the hearing.
2. All documents referenced and/or tendered at the hearing shall be automatically admitted and accepted as exhibits unless specific objections are raised or Commission direction is given at the hearing.
3. The Recording Secretary shall mark and retain all exhibits. Persons requesting to have such exhibits released may do so after a period of 30 days from the meeting/hearing, unless required for subsequent public hearing.