

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

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

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

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

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

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

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

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Christian Reece

32 Chair of the Commission

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Secretary to the Commission

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37 **Telephone and Electronic Participation in Grand Junction Planning Commission**
38 **Meetings**

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

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

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

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

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

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

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

76 5) Electronic Participation by a Commission member(s) shall be counted toward the
77 establishment of a quorum for conducting business of the Commission. During the
78 pandemic, physical presence of a quorum is not required; however, at least ____
79 member(s) of the Commission shall be present.

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

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

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

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

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

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