



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
Planning Commission Regular Meeting
Tuesday, January 17, 2023 at 6:30 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

UNSCHEDULED PUBLIC COMMENT

CONSENT AGENDA

1. Minutes of the Regular Meeting of December 6, 2022

NEW BUSINESS

2. Discussion and possible action on appointment of 2023 Chair and Vice Chair
3. Discussion and possible action on Planning Commission Resolution 23-01, a Resolution establishing a designated public place for the posting of meeting notices pursuant to C.R.S. 24-6-402(2)(c)

STAFF REPORT

COMMISSIONER REPORTS

ADJOURNMENT

**A Training and Work Session will occur immediately following
the regularly scheduled meeting.**



TOWN OF ELIZABETH

PLANNING COMMISSION

PLANNING COMMISSION – RECORD OF PROCEEDINGS DECEMBER 6, 2022

CALL TO ORDER

The Regular Meeting of the Elizabeth Planning Commission was called to order on Tuesday, December 6, 2022, at 6:31 PM by Chair Jenny Case.

ROLL CALL

Present were Chair Jenny Case, Vice Chair Barbara McGinn, and Commissioners Greg Lindbloom, Amy Schmidt, and Ed Beard. Commissioners Julie Uhernik and Rob Porter were not present. There was a quorum to conduct business.

Also present were Town Administrator Patrick Davidson, Planner/Project Manager Zach Higgins, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

No agenda changes from staff.

No agenda changes by the Commissioners.

UNSCHEDULED PUBLIC COMMENT

No Unscheduled Public Comment.

CONSENT AGENDA

1. Minutes of the Regular Meeting of November 1, 2022

Motion by Vice Chair McGinn, seconded by Commissioner Schmidt, to approve the Consent Agenda as presented.

The vote of those Commissioners present was unanimously in favor. Motion carried.

NEW BUSINESS

2. Discussion regarding Elizabeth Municipal Code Review

- a. Short-Term Rentals

Directions were provided to staff regarding short-term rental requirements.



TOWN OF ELIZABETH

PLANNING COMMISSION

STAFF REPORT

- Planner/Project Manager Zach Higgins provided an update to the Commissioners regarding the Planning 101 training on December 20th.
- Mr. Higgins reminded the Commissioners about the water law training on January 17th.
- Discussion regarding upcoming conferences.

COMMISSIONER REPORTS

No further reports from the Commissioners.

ADJOURNMENT

Motion by Commissioner Lindbloom, seconded by Vice Chair McGinn, to adjourn meeting at 8:18 p.m. The vote of those Commissioners present was unanimously in favor. Motion carried.

Chair Jenny Case

Deputy Town Clerk Harmony Malakowski



TOWN OF ELIZABETH

HARMONY MALAKOWSKI/DEPUTY TOWN CLERK

TO: Chair, Vice Chair and Members
FROM: Harmony Malakowski, Deputy Town Clerk
DATE: January 17, 2023
SUBJECT: Planning Commission Resolution 23-01 – a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices as Required by the Colorado Open Meetings Law

It is required by the Colorado Open Meeting Law that at the first Board meeting of the year a Resolution is passed to designate a public posting place for meeting notices.

The Town's posting place is located on the outside of Town Hall in the information board and on the Town's website.

Staff asks that the Planning Commission pass Resolution 23-01 designating the required posting place for meeting notices.

Attachment
PC Resolution 23-01

**PLANNING COMMISSION
RESOLUTION 23-01**

**A RESOLUTION ESTABLISHING A DESIGNATED PUBLIC PLACE FOR
THE POSTING OF MEETING NOTICES PURSUANT TO C.R.S. § 24-6-
402(2)(c)**

WHEREAS, C.R.S. § 24-6-402(2)(c) requires the Planning Commission to annually designate the public place for posting notices to comply with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* (the "Open Meetings Law");

WHEREAS, consistent with House Bill 19-1087, the Planning Commission hereby desires to post notice of the Planning Commission's public meetings not only in physical locations, but also on the Town's website as the Planning Commission's official online presence to the greatest extent practicable; and

WHEREAS, the notice must have specific agenda information, posted no less than twenty-four (24) hours prior to the meeting, must be accessible at no charge to the public, must be searchable by type of meeting, date of meeting, time of meeting and agenda contents, shall link to any social media accounts of the local public body, shall provide the address of the website to the Department of Local Affairs, and shall designate a public place within the boundaries of the local public body at which it may post a notice no less than twenty-hours (24) hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or interruption in internet service that prevents the public from accessing the notice online.

NOW THEREFORE BE IT RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. Designation. The Planning Commission of the Town of Elizabeth, in compliance with C.R.S. § 24-6-402(2)(c) of the Open Meetings Law, hereby designates the Town website at www.townofelizabeth.org as the official place for posting notices. The Planning Commission may additionally post notices at Town Hall, located at 151 South Banner Street, and any Town social media accounts. If there is a known power outage, known interruption of internet service, or an emergency meeting, the Planning Commission may post a physical notice at the public entrance of the Town Hall located at 151 South Banner Street.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2023, by the Planning Commission of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Jenny Case, Chair

ATTEST

Harmony Malakowski, Deputy Town Clerk