

# COUNTY COMMISSION MEETING AGENDA

## POLICY NO. 01-01

- PURPOSE:** To provide for more orderly, less time consuming and more productive County Commission meetings; and to provide procedural standards for submitting data and exhibits for consideration by the County Commission. These procedures are established to standardize the format and factual content of material to be submitted to the County Commission for backup to the Commission Agenda. This policy will enable staff to provide the Board with sufficient written information, in advance, on all items which will appear on the Agenda or Consent Agenda, thus enabling the Board to take action on each item in a thoroughly considered and expeditious manner. Therefore, meetings will be less time-consuming and more efficient.
- POLICY:**
1. **Regular Meetings:**  
Regular meetings of the Board shall be held on the first, third and fourth Tuesday of each month, beginning at 9:00 A.M. Public hearings for zoning issues, comprehensive plan reviews and amendments and special exception appeals will be scheduled for the second Wednesday of each month beginning at 9:00 A.M.
  2. **Workshop Sessions:**  
A workshop may or may not be a “public hearing.” The primary purpose of workshops should be the exploration/discussion of policy matters, goals, objectives and overall planning or other such considerations which require in-depth discussions. The workshop format will allow the Commission to provide for “relaxed” rules for speakers and members of the public. Additional workshops and or special meetings will be called by the Commission on an “as-needed” basis. No formal actions will be taken at workshops. Formal actions on workshop matters will be placed on an agenda for Regular meetings.
  3. **Meetings and Agenda Preparation:**  
All items to be discussed by the Board of County Commissioners at their Regular meetings, other than emergency items, must be placed either on the Agenda or the Consent Agenda. All requests to be placed on the Agenda or Consent Agenda must be received by the County Administrator’s Office by 5:00 P.M., on Tuesday, one (1) week prior to the requested meeting date. All items

submitted must include a cover sheet which lists a brief overview of the subject, budget impact, (which requires Budget's signature stamp of approval), legal impact, (which requires Attorney signature and a stamp of approval) and recommended action. Items submitted after this deadline will not be placed on the next agenda unless authorized by the County Administrator.

4. **Agenda Distribution:**  
Upon review of these items by the appropriate individuals, the items will then be copied and arranged into "agenda packets". These packets will then be distributed to the County Commissioners, County Administrator, Deputy County Administrator, County Attorney, OMB Director, media and Library branches on Thursday afternoon preceding the meeting.
5. **Cancellation/Withdrawal of Agenda Items:**  
Any and all agenda items scheduled, may be withdrawn prior to 5:00 P.M. on Friday, before the scheduled meeting, and will be rescheduled at the Board's convenience.
6. **Withdrawal of Agenda Items on Land Use Agenda:**  
Public hearing items for zoning issues may be withdrawn by the petitioner at any time during the public hearing process. The Board of County Commissioners will acknowledge the withdrawal at the scheduled public hearing.
7. **Postponement of Public Hearing Land Use Agenda Items:** A first request for postponement of a public hearing item received at least ten days prior to the scheduled public hearing will automatically be granted. The petitioner is required to send notice of the postponement to all property owners ~~within 250'~~ in accordance with requirements for mailed public notice<sup>1</sup> of for the subject property pursuant to the format prescribed by the County at least ten days prior to the public hearing. Untimely or subsequent requests for postponements may be granted or denied at the Board of County Commissioners' discretion at the scheduled public hearing.
8. **Adoption of Agenda:**  
The first order of business for the Board of County Commissioners shall be the Approval of the Agenda. If any item is to be removed or added, it must be done prior to the Approval of the Agenda. A majority vote of the Board is required to approve the Agenda.

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<sup>1</sup> Ordinance 2016-18 amended the requirements for public notice, BOCC 11/8/16

Replaces: Policy 01-01  
Reference: February 26, 1991  
Adopted: September 1, 1991  
Revised: June 4, 1996  
Revised: February 8, 2000  
Revised: January 23, 2001  
Revised: May 25, 2004  
Revised: June 28, 2005  
Revised: October 24, 2017

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY**  
BY *[Signature]*  
County Attorney's Office