



***Town of Castle Rock
(BOARD OR COMMISSION)
BYLAWS
(Date revised)***

The (Board or Commission) of the Town of Castle Rock has been established by the Town Council set forth in (Chapter or Section) of the Town of Castle Rock Municipal Code. (or created by Resolution No. xx, as amended)

Main provisions for all Town of Castle Rock Boards and Commissions are outlined in the Town of Castle Rock Municipal Code Section 2.14.

Pursuant to the authority granted to the (Board or Commission), the (Board or Commission) hereby adopts the following bylaws to govern its conduct and procedures that do not conflict with the main provisions outlined in the Town of Castle Rock Municipal Code Section 2.14.

Article 1 – Purpose, Duties, and Authority

The (Board or Commission) will carry into effect the provisions in (Title or Section) of the Town of Castle Rock Municipal Code.

(Additional purpose, duties and authority not included in the Municipal Code.)

Article 2 – Organization and Staff

(Membership if not included in the Code)

The (Liaison Department) Department, under the direction of the (Liaison Department) Director, shall provide necessary technical and advisory support to the (Board or Commission) and, through the Town, shall retain needed outside consultants to assist the (Board or Commission).

Article 3 – Regular Meetings or Hearings

Regular meetings shall be held on the (meeting date) of (frequency), excluding holidays. All regular meetings will be held at (Time) at (Location and Address), Castle Rock, Colorado, unless otherwise designated.

If applicable:

The (Board or Commission) shall have a minimum of (Minimum meetings) regular meetings per (Meeting frequency).

Article 4 - Minutes and Records

The (Department) Department shall maintain all of the records of the (Board or Commission) and shall transmit them timely to the (Board or Commission) for their review and approval.

Article 5 - Hearing Procedures

The (Board or Commission) shall incorporate the following procedures for all public hearings:

1. Call to Order and Roll Call.
2. State brief purpose of the hearing.

If applicable:

3. Identify the applicant
4. Ask for proof of public notice and read it into the minutes.
5. Staff report.
6. Applicant's comments and presentation.
7. Public Hearing and announce the following procedures for taking public comment:
 - a. Any person wishing to speak shall be given an opportunity to make their statements. Persons wishing to speak should place their name on the public hearing sign-up sheet. The order of public testimony will be taken from the sign-up sheet, unless a compelling reason is given to take a person's testimony at an earlier point.
 - b. Before speaking, please identify yourself for the record by stating your name, place of residence, your association with the action before the Board, and any financial or personal interest you may have in that action. If you do not live within the municipal limits of Castle Rock, please state so for the record. Provide your testimony. In the interest of time, please indicate that you agree with another's testimony rather than restating it.
 - c. If you have any material to support your testimony such as pictures, petitions and maps, please present them to the Chair so that they may become part of the record.
8. Applicant rebuttal or evidence in response.
9. The (Board or Commission) may ask questions of the applicants, staff, or any public presenting testimony.
10. Close the public hearing.
11. The (Board or Commission) may discuss the application for purposes of preparing a motion on the application.
12. The (Board or Commission) may act on the item being heard by making a motion recommending approval, approval with conditions, denial, or continuation to a date certain.
13. Other Business
14. Adjourn

Article 6 - Amendments

These Bylaws may be amended per Chapter 2.14 by an affirmative vote of (majority vote) members of the (Board or Commission) during a regular or special meeting. There shall be at least a five-day period between the initial proposal of an amendment and the final vote of the amendment.

Article 7 - Approvals

The above Bylaws for the Town of Castle Rock (Board or Commission) have been duly considered and reviewed and are hereby adopted by the (Board or Commission) this _____ day of _____, 2022.

ATTEST:

(BOARD OR COMMISSION)

Secretary/Vice-Chair

Chair

Boards and commissions codified:

- Board of Adjustment, Chapter 17.06
- Board of Building Appeals, Chapter 15.30 and International Building Code
- Design Review Board, Chapter 17.42 and 17.090
- Election Commission, Charter 4-4 and 4-5
- Historic Preservation Board, Chapter 15.64 and Local Government Obligations
- Liquor Licensing Authority, Chapter 2.17
- Planning Commission, Chapter 2.16 and CRS 31-23-202

Boards and commissions not codified:

- Downtown Development Authority, CRS 31-25-805 and (established by Ordinance 2008-39 and 2008-107)
- Water Commission (established by Resolution 1989-13)
- Public Art Commission (established by Resolution 2001-37)
- Parks and Recreation Commission (established by Resolution 1989-04)
- Public Safety Commission (established by Resolution 1989-57)
- Public Works Commission (established by Resolution 1989-13)