Sec. 2-224. Comprehensive Plan; Three-Mile Plan.

The Planning Commission shall be charged with the responsibility of developing a Comprehensive Plan, by making careful and comprehensive surveys and studies of present conditions and future growth of the Town. The Plan shall be made with the general purpose of guiding and accomplishing a coordinated, controlled and harmonious development of the Town. A component of the Plan shall be a Three-Mile Plan to be maintained and annually updated by the Planning Commission. (Ord. 1002, § 5, 2009; Ord. 1003, § 1, 2009)

Sec. 2-225. Final authority.

The Planning Commission shall act as an advisory counsel to the Board of Trustees, which Board of Trustees shall have final authority in the adoption of plans, legislation, zoning, subdivisions and related matters. (Ord. 243, § 5, 1984)

Sec. 2-226. Minutes.

The Town Administrator shall designate a staff person to act as secretary to the Planning Commission, who shall be responsible for taking minutes of all meetings, handling Commission correspondence, providing notice of meetings and other general staff support. The minutes shall be prepared pursuant to this Article and maintained in the permanent records of the Town Clerk. (Ord. 1002, § 6, 2009; Ord. 1003, § 1, 2009)

Secs. 2-227—2-240. Reserved.

ARTICLE X

Park and Open Space Commission

Sec. 2-241. Purpose.

The purpose of this Article is to establish a Park and Open Space Commission consisting of residents of the Town to review and recommend to the Board of Trustees in all matters concerning the acquisition and development of municipally owned parks and open space. (Ord. 671, § 1, 2003)

Sec. 2-242. Appointment, membership.

The Park and Open Space Commission shall consist of seven (7) members appointed by the Mayor and approved by the Board of Trustees. All members of the Park and Open Space Commission shall be bona fide residents and qualified electors of the Town. No member of the Board of Trustees, Town employee or a land developer shall serve as a member of the Park and Open Space Commission. (Ord. 671, § 1, 2003, Ord. 832, § 1, 2006)

Sec. 2-243. Term of office.

Members of the Park and Open Space Commission shall serve three-year terms or until a replacement member is appointed. They shall serve without compensation. The initial terms of the members shall be as follows: one (1) member shall be appointed for a one-year term, three (3)

members shall be appointed to a two-year term and three (3) members shall be appointed to a three-year term. Thereafter, as terms expire, all terms shall be for a period of three (3) years. (Ord. 671, § 1, 2003, Ord. 832, § 2, 2006)

Sec. 2-244. Meetings, attendance.

The Park and Open Space Commission shall meet not less than once monthly on a regular date and time as set by the Commission and at such other times as may be necessary to fulfill its duties as defined by this Article. Special meetings may be called by the Chair or by four (4) members of the Commission. All meetings shall be open to the public, and notice of meetings shall be given as provided by the Colorado Open Meetings Law. The roll shall be taken at each meeting. A member who misses three (3) consecutive meetings shall be deemed removed from office, and the Board of Trustees shall appoint a replacement member to fill the unexpired term. Any member may be removed by the Board of Trustees for cause, including but not limited to, conviction of a felony crime or a conflict of interest. (Ord. 671, § 1, 2003, Ord. 832, § 3, 2006)

Sec. 2-245. Officers.

The Commission shall select a chairman and vice-chairman from among the members of the Commission. The terms of the chairman and vice-chairman shall be for one (1) year and they may be reelected for successive terms. The chairman, or, in his or her absence, the vice-chairman, shall preside at all meetings of the Commission and shall sign all communications of the Commission. (Ord. 671, § 1, 2003)

Sec. 2-246. Rules of order and business.

The Commission shall adopt rules and regulations governing the conduct of its meetings. A majority of its membership shall be required to conduct official business. All members have equal voting privileges on all questions. All members shall comply with the provisions regarding ethics and conflicts of interest contained in Chapter 2, Article IV of this Code. (Ord. 671, § 1, 2003)

Sec. 2-247. Minutes.

The Town Administrator shall designate a staff person to act as secretary to the Commission, who shall be responsible for taking minutes of all meetings, handling Commission correspondence, providing notice of meetings and other general staff support. The minutes shall be maintained in the permanent records of the Town Clerk. (Ord. 1002, § 7, 2009)

Sec. 2-248. Staff and finance.

The Town shall be responsible for keeping a record of the proceedings of the Commission on file in Town Hall and for providing a copy of the minutes to the Board of Trustees. Such staff assistance and professional and technical services will be provided as necessary within the appropriations made by the Town. The Town Attorney shall serve as legal advisor to the Commission but shall not be required to attend meetings except when requested to do so by the Chairman or Board of Trustees. (Ord. 671, § 1, 2003)

Sec. 2-249. Subcommittees.

From time to time, the Commission may establish temporary and/or standing subcommittees and may request the aid of volunteers to implement specific programs and activities. (Ord. 671, § 1, 2003)

Sec. 2-250. Powers and duties.

The Park and Open Space Commission shall be advisory only, and the Commission shall have the following powers and duties:

(1) To recommend to the Board of Trustees as to all matters concerning the acquisition, care, use, management, control and planning of all Town park and open space properties;

(2) To prepare, revise and continually update a long-range plan for the acquisition, development and maintenance of parks and open space;

(3) To review the park and open space annual budget request, and to make recommendations on the proposed budget to the Board of Trustees;

(4) To coordinate all park and open space matters with any public or private agencies, including review and recommendations on contracts for use and establishment of all park and open space facilities;

(5) To recommend to the Board of Trustees as to the expenditure of any cash or securities as may be devised or given to the Town for park and open space purposes, and to provide for the care of any property so devised or given;

(6) To consider all policy matters pertaining to the Town's parks and open space facilities, and to make recommendations to the Board of Trustees;

(7) To take direction from the Board of Trustees, and to provide advice to the Board on any park and open space questions directed to the Board;

(8) To research all available grant opportunities for park-and-open-space-related programs and to report their findings to the Board of Trustees. (Ord. 671, § 1, 2003)

Secs. 2-251—2-260. Reserved.

ARTICLE XI

Arts Commission

Sec. 2-261. Purpose.

The purpose of this Article is to establish an Arts Commission for the Town which will administer the Art in Public Places program. (Ord. 521, § 1, 2000)