



Planning Commission
Regular Meeting Agenda
Tuesday, June 16, 2026
6:00 PM
Town Hall Council Chambers
124 E. Coal Creek Drive

This meeting will be held in person and online. Members of the public may participate in the meeting in person, [via Zoom](#), or view it on YouTube (closed captioning is available). The recording of the meeting will be made available on [YouTube](#) and at [SuperiorColorado.gov](#) after the meeting.

1. Call to Order
2. Preliminary Matters
 - a. Roll Call
 - b. Public comment on Consent Agenda, Presentations, and Non-Agenda Items.
Persons making public comment are asked to state your name and the city you live in (limit 5 min./person)
3. Approval of Minutes of Planning Commission
 - a. 06/02/2026 Minutes
4. Regular Agenda
 - a. Advisory Committee Guidebook Review
 - b. Planning Commission Training Refresher
5. Updates
6. Adjournment



Planning Commission

Meeting Minutes

June 2, 2026

Town Hall Council Chambers

124 E. Coal Creek Drive

6:00 PM

Call to Order

Chair David Harper called to order the meeting of the Planning Commission.

Preliminary Matters

a. Roll Call

Present:

Chair David Harper
Vice Chair Ryan Mojo
Commissioner Steve Witte
Commissioner David Gross
Commissioner Michael Barnes
Commissioner Anne Shanahan
Commissioner Amanda Vaughan
Commissioner Michael Gordon
Commissioner Ryan Welch

Absent:

None

Others Present:

Planner II Geoffrey Weathers
Town Attorney Bria May

b. Public comment on Consent Agenda, Presentations, and Non-Agenda Items.
Persons making public comment are asked to state your name and the city
you live in (limit 5 min./person)

None

Approval of Minutes of Planning Commission

a. 05/19/2026 Minutes

Motion: David Gross moved to Approve, seconded by Amanda Vaughan.

Vote: 7 - 0 - 2, Absent - 0

Public Hearing

a. Wiehe Property 76 St Annexation & Zoning

Planner II Geoffrey Weathers presents on the Wiehe Property/76th Street Annexation and Zoning, Planning Commission discuss and Town Staff answer questions

Applicant Carmel Partners present on the Wiehe Property/76th Street Annexation and Zoning, Planning Commission discuss and Applicant answers questions

Public Comment:

- Donelle Slater, resident of Boulder County/Marshall Road, comments on the Annexation and Zoning, the relation to the 2025 Comprehensive Plan, and the current site conditions
- Burton Lee, resident of Superior, comments on the Annexation and Zoning and the current site conditions
- Robert Ludke, resident of Coal Creek Crossing, comments on the Annexation and Zoning, the current neighborhood conditions, and evacuation concerns
- William Simmons, resident of Superior, comments on the Annexation and Zoning and the current neighborhood conditions
- Marina Rudolph, resident of Coal Creek Crossing, comments on the Annexation and Zoning and the current neighborhood conditions
- Roberto Camacho Barranco, resident of Sagamore, comments on the Annexation and Zoning and evacuation concerns in Sagamore
- Elliot Fladen, resident of Superior, comments on the Annexation and Zoning, the relation to the 2025 Comprehensive Plan, the Town's budget, the surrounding businesses, the current site conditions, and evacuation concerns
- Jay Slater, resident of Boulder County/Marshall Road, comments on the Annexation and Zoning, the relation to the 2025 Comprehensive Plan, and the current site conditions
- Diana Leiker, resident of Sagamore, comments on the Annexation and Zoning, the relation to the 2025 Comprehensive Plan, and evacuation concerns
- James Patek, Brixmor Property Group, comments on the Annexation and Zoning
- Jean Gass, resident of Coal Creek Crossing, comments on the Annexation and Zoning, the current site conditions, and the current neighborhood conditions
- Elizabeth Thompson, resident of Sagamore, comments on the Annexation and Zoning and the current neighborhood conditions

Applicant Carmel Partners respond to Public Comments

Planning Commission discuss the Annexation and Zoning

Motion: Steve Witte moved to recommend approval of an application concerning the Annexation of certain property located at 7494 Marshall Road Page 4 of 58 more particularly described herein, and setting forth findings of fact and

Updates

- Events and Volunteers Manager Mikaela Gregg will present on the Superior Committee Handbook on the June 19th, 2026 Planning Commission Public Hearing
- Development group for the Zaharias Property is tentatively scheduling for a July Planning Commission Public Hearing

Adjournment

Chair David Harper adjourned the meeting of the Planning Commission.



Item Number:4.a.

Information for Meeting of the Superior Planning Commission

Agenda Item Name: Advisory Committee Guidebook Review
Meeting Date: June 16, 2026
Presented By: Mikaela Gregg, Event & Volunteer Manager
Presented For: Presentation

Background:

Mikaela Gregg, the Town's Events and Volunteers Manager, will give a presentation outlining the Town's recently updated Advisory Committee Guidebook. Topics covered will include committed structures and roles, expectations and standards, membership, work plans, communications, policies and logistics, and governance and accountability.

The Guidebook is attached. Staff encourages Commissioners to review its contents ahead of the meeting.

Recommendation:

Not applicable

Budget Implications:

Not applicable

Motion:

Not applicable

Attachments:

1. 2026 Town Advisory Committee Guidebook

Welcome

What is an Advisory Committee

Welcome to the Town of Superior Advisory Committees. Your appointment as an active member of an advisory committee provides you with a valuable opportunity for direct public service. Advisory committees (committees, commissions and councils) are groups of residents who come together to research and discuss pertinent topics pertaining to the advisory committee's area(s) of responsibility in order to provide information and recommendations to the Town Council. Their specific duties and functions were established by the Town Council by way of resolution. Advisory committees may plan and participate in special projects as approved by the Town Council; outlined and approved through the advisory committee's annual work plan. Although the specific scope and duties of each advisory committee vary broadly, there are certain responsibilities common to all advisory committee members. The following information and guidelines are intended to assist you in maximizing your contribution to the community. Thank you for giving your time and energy to such an important role in the Town of Superior.

What is the Purpose of an Advisory Committee

The overarching purpose of an advisory committee is to make recommendations to the Town Council to help facilitate the Town Council's decisions on topics related to the committee's focus area(s). While advisory committees do not have decision-making, fiscal, or administrative authority for the Town, they hold an important leadership position in the community. Committees are tasked with inspiring, educating, informing, and providing resources both for the community and to Town Council. Committees create vision and help lead community engagement. Most importantly, the purpose of each advisory committee is to listen to their peers and act as a balanced and strong 'voice of the people'.

Each advisory committee is tasked with investigating and making thoughtful recommendations on issues coming before the Town Council. Such recommendations are often most useful when they include alternatives considered, and an analysis of alternatives and community input. Matters upon which an advisory committee makes recommendations can come from the Town Council, Town staff, the residents of Superior and/or the members themselves, as long as it relates to the current Town Council goals. The Town Council does not wish to impose a rigid structure upon the thoughts and ideas of any advisory committee, but instead welcomes creative and innovative ideas from many different sources in order to make decisions.

When considering recommendations from advisory committees, the Town Council attempts to balance the many diverse interests in our community. There may be times when advisory committee recommendations will not prevail or will be modified by the Town Council. It is important to recognize this is not a rejection of the integrity of the recommendation, but is an inevitable part of the process of municipal decision-making where a variety of views, perspectives, and recommendations are considered.

Introduction to Town Government

Town Council

The Town of Superior is a Home Rule municipality operating under the Town Council/Town Manager form of government. The Town Council adopts ordinances and resolutions, appropriates funds to conduct Town business, and provides policy direction for Town governance through Town Staff and through utilizing recommendations from advisory committees. The Mayor and Town Council are elected by popular vote to four-year terms by the residents of Superior. Each year, the Town Council creates goals and approves a [*Budget and Capital Improvement Plan*](#) (published on the Town website) to prioritize the work ahead. These goals, along with funding information, serve as a good starting point for advisory members when considering new projects or Work Plan items.

Town Manager

The Town of Superior employs a full-time Town Manager appointed by the Town Council. The Town Manager oversees day-to-day operations of the Town and supervises both staff and contractors, including the following departments:

- Town Clerk
- Finance Department
- Building Department
- Parks, Recreation and Open Space
- Public Works and Utilities
- Planning Department
- Economic Development
- Municipal Court

The Town Manager assists departments with program planning and implementation, and assists staff in following Town Council directives. The Town Manager conducts research as directed by the Town Council and provides recommendations to the Town Council.

Roles and Structure

Advisory Committee Roles

Council Liaisons

The Town Council may appoint one of its members as a liaison to any advisory committee to serve as a communications link between the advisory members and the Town Council as per [ARTICLE XII, Section 2-12-40 \(i\)](#) of the Superior Municipal Code. No Council member shall serve on an advisory committee as per [Sec. 2-12-40 \(e\)](#) of the Superior Municipal Code. An alternate Council liaison may also be selected.

The role of Council Liaison is further defined as follows:

- To communicate with the advisory members when official Council communication is

needed.

- To help resolve questions the advisory members may have about the role of the Town Council and or municipal government.
- To provide procedural direction and relay the Town Council's position to the members.
- To communicate to advisory members if conversations are deviating from the approved work plans and/or Town Council goals.
- To engage in dialogue with advisory members in a manner that adds value without directing the group's activities or work, unless the direction comes from the Town Council as a whole.

Council Liaisons shall make every effort to attend monthly advisory committee meetings. In the event the designated Council Liaison is unavailable, the alternate Council Liaison may attend.

Attendance by a Council Liaison should not affect the normal structure of a meeting.

Attention should not be focused on the Council Liaison and their input.

Chairperson:

The role of the chairperson, at its most basic, is to preside over meetings; however, the role is much more varied and takes on a wide range of responsibilities.

The responsibilities of the chairperson are to:

- Plan meetings and develop the agenda with the staff liaison in conjunction with the advisory committee's Work Plan.
- Chair/conduct meetings.
- Provide leadership and focus to ensure effective progression during each meeting.
- Clarify ideas as they are discussed and repeat recommendations to ensure all members fully understand the item for which they are voting.
- Ensure decisions made at meetings are followed through.
- Act as a spokesperson for the advisory committee, including and not limited to presenting to the Town Council during Town Council meetings.

An effective chairperson is one who:

- Focuses on listening and allowing room for others to share ideas and opinions.
- Encourages and facilitates each member of the advisory committee to participate.
- Is able to direct the meeting in such a way that all views are heard without the meeting becoming bogged down on one item.
- Is impartial in letting all views be heard.

Vice Chairperson:

The main role of the vice chairperson is to preside over meetings when the chairperson is absent.

The responsibilities of the vice chairperson are to:

- Stand in for the chairperson if they are absent; including and not limited to,

taking on all the responsibilities of the chairperson listed above.

- Assist the chairperson with matters between meetings.
- Coordinate with members on who will take notes during meetings, selecting a note taker before the meeting is called to order. In the event the vice chairperson is absent, the members in attendance will coordinate this selection in their absence.

The vice chairperson also needs all of the skills that make for an effective chairperson as described above. On occasions, due to personal issues experienced by the chair, the vice chairperson may be asked to fill the role of chairperson on more than a temporary basis.

Election of Officers

Each advisory committee shall choose its own officers from among its members. The election of officers shall be held each year on or before the group's second meeting of the calendar year. The chair and vice chair may serve in this capacity for more than one term. The vice chairperson shall not automatically succeed to the position of chairperson the following year. It is suggested that new advisory committee members attend at least one meeting prior to election of officers taking place.

Staff Liaisons

Staff support is available to all advisory committees through various staff members and the assigned staff liaison. The Town Manager or designee will appoint a staff member as a staff liaison to each advisory committee to serve primarily as the **communication link** between the advisory committee and Town staff.

The responsibilities of staff and/or the staff liaison are to:

- Handle logistics regarding meeting scheduling, setup and public notification.
- Review and prepare the agenda with the chairperson prior to distribution.
- Post the meeting agendas to the Town's website.
- Distribute the agenda packet to all advisory committee members in a timely manner
- Ensure the distribution of meeting notes to the members and on the Town's website.
- Assist the chair in coordinating the annual Work Plan:
 - Provide electronic access for chairs to gather input from members
 - Ensure Work Plan is scheduled and discussed for submission to the Town Council in January or February of each year.
 - Ensure that the Department Director is familiar with the advisory committee Work Plan and potential need for staff resources for implementation
- Inform the advisory committee when the Town's annual budget review occurs and explain the opportunities to provide input/make recommendations.
- Ensure new members are oriented to the advisory committee, including procedures and projects.
- Keep an accurate record of attendance for all meetings of the advisory committee.

- In collaboration with the Department Director, coordinate response to miscellaneous service requests raised during the course of an advisory committee meeting.
- Ensure the election of officers is held on or before the second meeting each year.
- Provide information to the members regarding policy changes and distribute updated information.
- Advise Town staff of the following:
 - Attendance problems
 - Resignations
 - Meeting schedule/location changes
 - Name/address/phone number changes for advisory members

It should be noted that staff liaisons are **not** authorized to:

- Override a decision of the Town Council or the Town Manager (regarding a request by the advisory committee).
- Serve as a resource for projects not on the advisory committees Work Plan without approval from Town Manager or as directed by the Town Council.
- Serve as a communications link between the Town Council and advisory members. (This is the role of the Council Liaison.)

In order to initiate and dedicate staff time to significant projects not on the advisory committees' Work Plan:

- The request must be supported by a majority of the advisory committee's members.
- If a majority agrees, the members should make a formal recommendation to the Town Council that is captured in the meeting notes.
- The Town Manager will evaluate the appropriateness of the request and will provide direction on whether or not staff should proceed.
- From time to time, staff liaisons may prepare cover memos to the Town Council. These communications are sent to the Town Manager. The Manger will respond to the staff liaison with any further communication or direction.

Committee Expectations & Standards

What Makes an Effective Committee Member

Advisory committee members should exhibit qualities of servant-leaders: kindness, caring, respect for others and other's opinions, self-motivated, and willing to learn. Having and applying the ability to admit when they do not know something or when they are wrong is ideal when making recommendation on behalf of a community. Committee members need be adaptable and patient, as they will be navigating municipal processes and procedures, responding to changes in political climate and Council leadership, and working within a majority decision-making structure. They should remain focused on the committee's purpose and shared goals as outlined in the committee's resolution and work plan.

Advisory Committee Best Practices

The Town recognizes the significant commitment involved in serving on an advisory committee and is dedicated to supporting an experience that is both meaningful and efficient. Although each committee has its own unique structure and a distinct set of expectations for its members, the following components represent core operational best practices that help committees excel.

Commitment to the Public Good

While committee members may be selected in part for their experience with or connection to specific stakeholder groups, each member prioritizes the broader public interest above any individual or organizational interest.

Understanding of Roles and Responsibilities

All committee members understand the committee's purpose, fulfill their responsibilities equitably, and commit to serving at least one full term. Committees with stable, engaged membership typically achieve stronger outcomes and experience lower turnover.

Meeting Attendance

Committee members prioritize attending meetings and are active, on-task participants.

Committees are expected to attend meetings in-person unless the entire meeting is being held remotely. While, remote participation is permitted, its use is limited for when a member is out of town or for health reasons. These instances should be occasional in nature and not a regular occurrence. (Full attendance policy outlined in section)

Respectful and Productive Environment

Members foster a respectful, functional, and collaborative environment that supports productive participation from all.

Knowledge of Town and Committee Context

All members develop an understanding of the Town's history, the committee's mission, and the broader goals that guide its work, as this knowledge directly informs the committee's purpose and effectiveness.

Execution of Work Within Town Structures

Each member takes responsibility for understanding how to carry out the committee's work plan within the Town's organizational structures and relevant policies, while exhibiting exemplary conduct.

Collaboration with Staff

The committee works closely with Town staff, maintaining open communication to ensure streamlined processes, effective execution of tasks, and efficient use of time for all parties.

The Staff Liaison and Council Liaison serve as key channels for sharing and gathering information essential to supporting the committee in implementing its work plan.

Leadership Expectations for Chair and Vice Chair

The Chair and Vice Chair are expected to demonstrate strong leadership and facilitation skills, guiding meetings in a productive, inclusive manner without dominating discussion or creating an intimidating environment.

Committee Member Code of Conduct

As a volunteer serving in a public-facing leadership role, you help shape how the community experiences its local government. Your professionalism, integrity, and collaboration strengthen both your committee's work and the trust placed in it. The following Code of Conduct outlines expectations designed to support a positive, respectful, and effective committee environment.

1. Represent the Committee and the Town Responsibly

- Committee members **may not** make promises, commitments, agreements, or financial decisions on behalf of the Town or the committee. These actions must go through the Staff Liaison and be approved through formal committee consensus.
- When speaking publicly, members should clarify that **committee actions are recommendations**, and only the Town Council can take final action.

2. Speak Only for Yourself Unless Authorized

- Members should not present personal opinions as committee positions unless the committee has formally voted to endorse them.
- When expressing personal views—in public comment, emails, social media, or conversations—members should clearly state that they are **speaking as individuals**, not on behalf of the committee or the Town.

3. Model Respect and Professionalism

- Treat fellow committee members, staff, Councilmembers, and the public with **courtesy, dignity, and fairness**.
- Engage in civil, constructive dialogue. Avoid disparaging remarks, inflammatory language, or statements questioning the motives or integrity of others.

4. Uphold Town Policies and Legal Requirements

- Follow all Town systems, policies, procedures, ordinances, code of conduct, and open-government laws.
- Operate within the boundaries of your role and respect the responsibilities of staff and elected officials.
- Members may not use non-public (internal) information or resources for personal,

professional, or private gain.

- Members may not use any Town employee's time for personal or private reasons.
- Members may not use Town vehicles or equipment, except in the same manner as available to any other community member.

5. Support Effective Meeting Participation

- Notify the Chair and Staff Liaison in advance if you are unable to attend a meeting or must attend virtually, as absences may affect quorum and scheduled business.
- Arrive prepared, engaged, and ready to contribute to the committee's work plan and shared goals.

6. Commit to Collaboration and Positive Leadership

- Participate actively and thoughtfully, listening to diverse viewpoints and support a productive committee environment.
- Recognize that your actions and words carry influence; use them to help foster trust, inclusion, and informed decision-making.

Conflict of Interest Guidelines

What constitutes a conflict of interest? A conflict of interest exists when an individual has a personal interest in a matter. An "interest" refers to any financial, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. Your interest extends to any business in which you are an officer, director, or employee, or own more than 1% of outstanding shares.

A **conflict of interest** for a Town advisory committee member occurs when the member's personal, financial, professional, or family interests could improperly influence – or appear to influence – their judgment, recommendations, or decisions in their official role. This also includes situations where the member, a family member, or a business associate may benefit directly or indirectly from matters being reviewed or decided by the committee.

The objective of the Town is that appointed advisory members avoid **any** conflicts of interest. A member should carefully consider avoiding even the appearance of impropriety. Where a conflict exists, and even in situations where the member is unsure an actual conflict exists, but there is seeming impropriety present, **the Town requires the following procedures to be followed:**

- Immediately and publicly disclose the nature and extent of the conflict.
- Do not participate in any discussion or decision regarding the action before the advisory committee.
- Leave the room.

In addition: do not participate in discussions with other members of the advisory committee or Town staff regarding the matter. Do not attempt to influence the matter publicly or privately.

Occasionally, gifts are offered to advisory members. Members may not solicit or accept a present or future gift, favor, discount, service, or other thing of value from a party to a Town contract, or from a person seeking to influence your official action. There is an exception for “occasional non-financial gift” of \$15 or less, unless the gift, no matter how small, may be associated with the member’s official action, whether concerning a contract or some other matter.

If you are unsure of your legal responsibilities on any matter regarding your role as an advisory committee member, please seek the advice of the staff liaison as soon as possible, particularly before a meeting where you may have a conflict of interest respecting a matter before the advisory committee you are serving.

Liability

When performing authorized functions, advisory members are considered Town volunteers and are entitled to the protection of the Governmental Immunity Act. The Act, generally speaking, protects advisory members from personal liability for any action within the scope of such appointment, except where the act is willful or wanton. To minimize risk of liability to themselves or the Town, advisory members should keep in mind they are members of a collective body and therefore, should avoid acting individually on a matter unless clearly authorized to do so. Also, members should stay within their authorized activities and not act in cases where a conflict of interest exists.

How Committee Membership Works

Membership Appointments

All persons appointed, or reappointed, to any advisory committee must be Town residents – with the exception of SHC. Any member serving on an advisory committee who relocates outside of the Town during their term of service on an advisory committee, regardless of their date of appointment or reappointment, shall resign their membership. Please note: in 2022, following the Marshall Fire, the Town Council made an exception allowing advisory committee members to serve if they temporary relocated outside of Superior due to significant tragedy or hardship.

Each advisory committee (with the exception of SYLC) has staggered-term seats. These staggers were set when each advisory committee was established. The purpose of these staggered terms was to create alternating term-limit dates so as to avoid multiple members’ terms ending at the same time and potentially hindering the committee’s ability to meet quorum. A partial term occurs when a seat is vacated prior to the term-limit date.

A person may serve up to two consecutive three-year terms (with the exception of SHC, PC and SYLC which have specialized limits). A partial-term shall not count toward the two-term limit. Once a person has served two consecutive full terms, at least one year shall elapse before that person is eligible to serve again on the same advisory committee. *If an advisory committee member is term-limited and the Town Council is unable to appoint any other person to fill the*

vacancy on the affected committee, the Town Council may reappoint the term-limited member despite the term limits set forth.

Please note: Youth Council members can serve multiple two-year terms from their 8th grade year to their senior year of High School. Historical Commission members serve three-year terms with no limit. Planning Commission members serve four-year terms with no limit.

No person will be appointed by the Town Council to serve concurrently on more than one advisory committee. This limitation does not apply to groups deemed to be temporary in nature. Employees may not serve on any advisory committee appointed by the Town Council.

Vacancies, Interviews and Appointments

Vacancies on an advisory committee shall be posted on The Town of Superior advisory committee webpages and any other resource deemed necessary, with the purpose of filling any immediate vacancies and also creating a pool of applicants for the purpose of filling interim vacancies.

Staff liaisons are responsible for notifying the advisory committee staff when a member resigns or a vacancy exists for other reasons. Staff will publish vacancies, through means deemed necessary by the Town Council, with the purpose of filling any immediate vacancies and also creating a pool of applicants for future vacancies.

Interviews and Town Council appointments are typically held quarterly, unless otherwise noted. Interviews are generally conducted at the first Town Council meeting of the month, with appointments made at the second meeting. Applicants for advisory committees must be residents of the Town of Superior (with the exception of the Superior Historical Commission). Please note: in 2022, following the Marshall Fire, the Town Council made an exception allowing advisory committee members to serve if they temporary relocated outside of Superior due to significant tragedy or hardship.

Attendance Policy

By applying for and accepting the appointment, advisory committee members affirm their intent and ability to attend committee meetings. Regular attendance is essential so that decisions will represent the opinions of the group as a whole. In addition, regular attendance enables advisory members to keep abreast of group interests and helps ensure that issues are examined from a variety of perspectives.

Poor attendance may result in removal from an advisory committee. If a member experiences attendance issues, the chair of the advisory committee (or if the chair is the person experiencing the attendance problems, then the vice chair) will work with the staff liaison and Committee Manager to address the issue.

Virtual Participation Policy

Remote Participation shall be allowed at all meetings for members of the public. Members of the Town Council and advisory committees are expected to attend meetings in-person unless the entire meeting is being held virtual. However, virtual participation shall be permitted for members of Town Council and committees only if a member is out of town or for health reasons. These instances should be occasional in nature and not a regular occurrence. Should a member require virtual participation, the member shall notify the staff liaison and committee chair prior to the meeting and will keep their camera on during the meeting.

How the Work Gets Done

Work Plans

The Town Council asks all advisory committees to submit Work Plans in January of each year. Work Plans should set out major projects and issues for discussion for the upcoming year. If appropriate, an estimate of action to be taken should be included. Work Plans should be concise and easily readable. The Town Council will review and approve the Work Plan for each advisory committee. Approval of a Committee Workplan by Council does not necessarily commit funding to the project. Town Purchasing Policy outlines approval processes for expenditure of funds. (see section --- for work plan timing)

Programming and Events

The Town of Superior Parks, Recreation and Open Space Department offers a wide range of community programs and Town events designed to provide meaningful engagement and entertainment opportunities. Programs are typically finalized three to six months in advance, and major events are generally scheduled one year in advance with major logistics finalized three to four months prior. Budgeting for all programs and events is completed each October for the following year.

Advisory committees may also wish to host community programs or events. To ensure high-quality offerings, consistent marketing, and strong attendance—and to support staff workplans and community expectations—committees are asked to follow the Town’s established timelines and best practices.

Standard Programming Timeline

The following schedule is used by Town staff and shared with third-party partners:

- January–April programs: Content due October
- May–August programs: Content due February
- September–December programs: Content due June

Marketing and communications for all Town programs and events are coordinated and executed by the Town Communications Department. Program hosts may share official Town posts and materials on personal channels but **may not** create independent marketing on behalf of the Town.

Committee-Specific Guidelines

- Committee programs and events must avoid conflicts of interest. Programs offered by a business owned or operated by a committee member may not be presented as committee-sponsored offerings. Committee programs may not be used to advertise or benefit committee members or their businesses. Attendance lists are confidential and may only be used for official Town business.
- Committee-led programs and events should generally be offered at no cost to the community. Committees may use their discretionary budgets to cover necessary supplies and materials. If a fee is required, it must receive staff approval and comply with the Town's approved fee schedule. All materials purchased for programs or events become Town property and must be returned after the activity concludes.

Town Communications — How Do We Share Information?

The Town of Superior Communications and Community Engagement Department serves as the central hub for all outgoing Town-wide communications. On average, two to four messages are distributed each day across a variety of platforms.

For advisory committees, the Communications Team supports the promotion of meetings, events, and other announcements through a simple and collaborative process. Committee members should begin by working with their staff liaison. In coordination with key committee members, the liaison will gather the necessary information and materials and submit them to the Communications Team.

Based on the scope and scale of the request, the Communications Team will develop a communications plan outlining timing, frequency, and distribution channels. The team will draft the message and review it with the staff liaison prior to release. Communications are typically shared via Town email, the Town website (news feed and calendar), and the Town's social media platforms, including Facebook, Instagram, X, and Bluesky. The Communications Team is committed to providing a consistent and equitable level of service to all advisory committees.

Because the Town distributes multiple messages each day, advance planning is essential. Advisory committees are asked to submit information at least one week prior to the desired first release date. Earlier submissions are encouraged and appreciated.

Committee members may also share information through their personal or organizational platforms. When doing so, members should represent themselves and not the Town or the

advisory committee. Members are encouraged to amplify and share official Town communications when appropriate.

For additional information about the Town’s Communications and Community Engagement Department—including its operations, structure, processes, and brand guidelines—please refer to the [Town of Superior Communications Plan](#).

Other Modes of Communication

- Standing agenda item for Council meetings: if at anytime a committee would like to formally provide Council with information, the committee may request that the staff liaison add to the appropriate meeting agenda a committee update.
- Public comment
- Formal recommendation
- Communication Pathways link to flow charts

Meeting Policies & Logistics

Meetings

Per the Colorado Sunshine Law and Colorado Open Meetings Laws (COML), all meetings at which any public business is discussed where a quorum is present are considered public meetings and are open to the public at all times.

No advisory committee shall conduct any closed meetings. All meetings shall occur in public buildings and or public facilities accessible to all members of the public. Meetings will be held only after full and timely notice to the public is provided; no less than twenty-four hours prior.

A “meeting” is further defined as “any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by any other means of communication.”

(2) (b) All meetings of a quorum or three or more members of any local public body, whichever is fewer, at which any public business is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times.

(d) (III) If electronic mail is used to discuss public business, the electronic communication is subject to the above “meeting” requirements. **As a rule of thumb, when responding to emails, only reply to the sender, avoid “reply all.”** Email correspondence regarding public business is also subject to the Open Records law and should not be deleted.

Agenda and open meeting rules do not apply when advisory members are acting as volunteers carrying out a program or service of an advisory committee, such as volunteering at a booth or zero-waste stations at Town events or helping with set up of an advisory committee event. However, members must take care when acting in these types of volunteer roles to ensure that they are not engaging in advisory committee discussions to which these rules do apply. Recommendations and decision-making can only occur in a public meeting that is open to the public, proper notice is posted, and the meeting conforms to open meetings laws. Any questions regarding whether a proposed gathering, event or activity requires as an agenda and other meetings procedures should be directed to the staff liaison.

Virtual Meetings

Meetings accessible only electronically, such as by webinar, online video conference (e.g., Zoom, YouTube), or telephone conference, comply with the COML so long as the means to access the meetings electronically are made available to the public.

Smaller Group Meetings

Advisory committees may have the need from time-to-time for smaller group work and discussion. All small group meetings of 3 or more advisory committee members where there will be discussion

of public business and/or formal actions and/or recommendations established, must follow public-notice guidelines.

- A **subcommittee** should be formed as needed when the nature of the work is more long term. The subcommittee should then be formally dissolved once the work is accomplished. Subcommittee meetings should be run under the same rules and guidelines as committee meetings: public notice of the meetings is required; meetings must be open to the public and public record documentation (agenda and notes) must be provided. Subcommittees do not have decision-making authority; the subcommittee must report to the advisory committee as a whole for formal voting and any decision making.
- A **task force** should be formed if there is an objective that can be achieved in a relatively short period of time (e.g. planning a specific event or analyzing a proposal). Task groups should be disbanded when the task(s) is complete. A task force does not have decision-making authority; the task force must report to the advisory committee as a whole for formal voting and any decision making.
- A **working group** should be formed complementary to the work of the advisory committee, when there is a need to pursue objectives that overlap with topic areas and the work is predicted for an indefinite period of time. A work group does not have decision-making authority; the work group must report to the advisory committee as a whole for formal voting and any decision making.

Quorum Requirements

The majority of all of the members of an advisory committee shall constitute a quorum. Per advisory committee-specific Town Resolutions, “a quorum of (the advisory committee) for the purposes of conducting business shall be five (5) members.” In order to conduct business at any meeting, a quorum must be present. No formal action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date. An informal meeting may take place if it is void of any and all formal decision making and meeting procedures.

For virtual meetings, the presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

Public Notice, Agendas and Meeting Packets

Meeting agendas and information are prepared by the staff liaison and advisory committee chair. It is important for members to review the meeting information, what is required for meeting preparation and give meeting agendas proper and timely consideration in order to meet Town staff deadlines. The following is required for meeting preparation:

- Agendas must be specific and list all topics on which substantive discussions or formal recommendation is expected.
- Agendas must be posted at least 24 hours in advance. Administratively, the Town requests all agendas be posted the week prior to the meeting to allow anyone who might be interested time to read the materials.
- Meeting notices will be posted via appropriate communication platforms.

During a meeting, substantive discussion is not allowed on any subject not listed on the agenda or not substantially related to a subject listed on the agenda.

Handling of Documents

Information not included in a meeting packet is considered confidential; therefore, all requests for information not publicly provided in a meeting packet must follow the [Colorado Open Records Act](#).

Rules of Order

Generally, meetings can be held in any manner that assures an orderly and focused discussion, and facilitates the input of all members of the advisory committee. If it would enable the members to better meet its responsibilities, chairs/vice chairs can recommend to members the procedures for the conduct of meetings as established in [Robert's Rules of Order \(see appendix for Town procedure summary\)](#). A recommendation with a motion to vote and then a majority vote are necessary to move forward with these procedures.

Public Comment

Each advisory committee shall, at or near the beginning of each of its regular meetings, afford members of the public an opportunity to speak to any matter coming within the purview of the advisory committee, regardless of whether such matter is scheduled for consideration at that particular meeting. The advisory committee is not required to address matters brought forth during public comment and time limitations may be imposed by the chair on such public input as necessary to conduct the business of the advisory committee in a timely and efficient manner.

Up to 30 minutes will be allowed for public comment during the "Citizen Participation" segment of each meeting. A maximum of five minutes will be allowed per speaker. In order to determine the actual amount of time to be allotted to each speaker, the Chair may ask for a show of hands by all persons intending to speak. If the number of persons intending to speak is more than six, the Chair will shorten the allotted time in order to allow as many people as possible to address the Committee within 30 minutes.

Meeting Notes

Notes must be taken at any regular meeting of an advisory committee (or subcommittee) at which a recommendation or any formal action occurs or could occur. The notes must be open to public inspection and a copy must be filed with the Town Clerk upon being finalized. Town policy requests meeting notes be submitted no later than one week after a meeting. At a minimum, the notes of a meeting should contain the following information:

- Date, time and location of the meeting.
- Listing of members present and a statement that those members constituted a quorum.
- Name and town of residence of public comment participants.
- General outline of each major topic discussed.
- Comments of individual members that illustrate the individual's viewpoints and opinions.
- Detailed recital of all recommendations and motions, who made the motion and the second, along with the recording of how each member voted on each recommendation.
- Detailed recital of any formal action taken.
- Time of adjournment.

While meeting notes should be as accurate as possible, the note taker is not required to record every remark made at the meeting - the notes should **not** be a verbatim transcript.

Meeting agenda and note templates are provided and regularly updated by Town staff. The meeting notes should include a brief description of each item being discussed. It is not necessary to list questions and answers during discussion of each item; however, comments that summarize member positions can be included as support for each member's vote on issues.

Recording adjournment of a meeting in the notes is advisable, since it indicates whether the meeting was finally adjourned, or adjourned to another time prior to the next regular meeting. The adjournment should specify the time the meeting was adjourned to a later date and hour. The chair may adjourn the meeting by declaration.

Written notes of advisory committee meetings are considered permanent records of the municipality. The Town of Superior requires staff liaisons for each advisory committee to file notes with the Town Clerk for incorporation into the records of the municipality. After notes have been finalized, the staff liaison will send an e-mail with a PDF of notes to the Committee Coordinator. Notes will be distributed to the Town Council via Council meeting packet for approval. Final meetings notes will be posted on the Town's [meetings and agenda website](#). Electronic recordings do not take the place of written notes and should be used only in preparation of notes.

Governance & Accountability

Advisory Committee General Provisions

Additional details about advisory committees can be found in *Article XII, Section 2-12-10 of the Superior Municipal Code*. The Town Council may, by ordinance, establish appointive groups to advise the Town Council on various issues and perform functions as the Town Council may designate. The establishing resolution of each advisory committee sets the purpose, duties, and operating procedures and establishes the terms of office of the members, including initial overlapping terms.

In addition to the duties and functions specified in the Municipal Code for any particular advisory committee, members are authorized to conduct investigations and make reports and recommendations to the Town Council related to its charge or area of responsibility, upon the request of the Town Council or the Town Manager.

The Town Council may change any or all of the purposes, duties and procedures of any advisory committee and may abolish any advisory committee, which is not required by the municipal code or law.

Removal and Resignation

All advisory committee members are subject to removal by majority vote of the Town Council. Any vacancy during the unexpired term of any member may be filled by appointment from the Town Council for the remainder of the term.

Per *ARTICLE XII, Section 2-12-50 of the Superior Municipal Code*:

- (a) An advisory committee member may be removed by majority vote of the Town Council for any one (1) or more of the following reasons:
 - 1) Absences from three (3) consecutive regular meetings of an advisory committee;

- 2) A consistent failure to attend regularly scheduled meetings of the advisory committee;
 - 3) A pattern of misconduct at meetings;
 - 4) Violation of the ethics code set forth in the Town of Superior municipal code (*ARTICLE VIII, Section 2-8-10 through Section 2-8-60*).
 - 5) Harassment or mistreatment of the public, other advisory committee members or Town staff, whether occurring at a meeting or through other forms of communication, including without limitation telephone and electronic mail.
- (b) An advisory committee member subject to removal shall be provided the opportunity to resign prior to the Town Council taking action on any proposed removal. If the member chooses not to resign, the member shall be given no less than five (5) days' notice in writing that the Board of Trustees will be considering the member's removal, and said notice shall include the reasons for the proposed removal. The member shall be given an opportunity to respond to the proposed grounds for removal either in writing or in person at a regular Town Council meeting prior to the Town Council taking any action to remove said member.

Removal Process Guidelines

The Town Code of Ethics and Committee Code of Conduct exist to support public trust, consistent expectations, and respectful, accountable public service. When concerns arise, the Town's goal is to address them constructively and maintain a positive experience for all committee members.

Reporting Concerns

- Committee members should report concerns about attendance, misconduct, or potential Code of Conduct or Ethics violations to the Committee Chair (or Vice Chair if the concern involves the Chair) and the staff liaison.
- Staff liaisons should report concerns to the Committee Manager or their Director.
- Council Liaisons should report concerns to the staff liaison, Committee Manager, or Town Manager.

Documenting concerns helps:

1. Address issues fairly and promptly, and
2. Ensure any decisions are based on policy—not personal disagreement.

Review Process

The staff liaison will review the concern with the Committee Manager. Based on the severity and frequency of the issue, an appropriate course of action will be determined. This may include further review by a Director or the Town Manager.

If removal is considered necessary, the process outlined in Section (b) will be followed.

Progressive Approach

For most concerns, the Town follows a progressive, three-step approach:

1. Written notice describing the concern and the applicable policy or Code provision.
2. An opportunity for the committee member to respond.
3. A plan to support improvement and clarify expectations.

If concerns continue – more than three violations are documented – or involve serious misconduct, a recommendation for removal may be made in accordance with ARTICLE XII, Section 2-12-50 of the Superior Municipal Code and the removal process will be implemented as outlined in Section (b).

Reference Materials

Advisory Committee Annual Planning	
January	<ul style="list-style-type: none"> • Draft work plans finalized and submitted for Council review/approval • Election of officers
February	<ul style="list-style-type: none"> • Begin budget review, request, and recommendation planning for Council-Committee dinners
March	<ul style="list-style-type: none"> • Quarterly interviews and appointments (if vacancies and applicants)
April	<ul style="list-style-type: none"> • Council-Committee Dinners
May	<ul style="list-style-type: none"> • Committee member term/re-appointment notices • Council-Committee Dinners
June	<ul style="list-style-type: none"> • Committee member reappointments • Quarterly interviews/appointments • Council-Committee Dinners
July	<ul style="list-style-type: none"> • Term renewals and appointments • 4th of July Celebration booth opportunity • Council-Committee Dinners
August	<ul style="list-style-type: none"> • SYLC new applicant interviews with Council • Reconciliation of volunteer impact numbers (projects, hours, etc.)
September	<ul style="list-style-type: none"> • Work Plans – 1st review discussion • SYLC term updates • Quarterly interviews and appointments (if vacancies and applicants) • Chili & Beer Fest booth opportunity
October	<ul style="list-style-type: none"> • Work Plans – 2nd review discussion • SYLC leadership elections
November	<ul style="list-style-type: none"> • Annual volunteer appreciation reception
December	<ul style="list-style-type: none"> • Final draft Work Plans submitted to Committee Coordinator • Committee end-of-year/holiday dinners

Advisory Committee Descriptions & Details

[Advisory Committee for Environmental Sustainability \(ACES\)](#)

[Cultural Arts and Public Spaces Advisory Committee \(CAPS\)](#)

[Superior Historical Commission \(SHC\)](#)

[Open Space Advisory Committee \(OSAC\)](#)

[Parks and Recreation Advisory Committee \(PARC\)](#)

[Planning Commission \(PC\)](#)

[Superior Youth Leadership Council \(SYLC\)](#)



Item Number:4.b.

Information for Meeting of the Superior Planning Commission

Agenda Item Name: Planning Commission Training Refresher

Meeting Date: June 16, 2026

Presented By: Bria May, Town Attorney

Presented For: Presentation

Background:

Town Attorney Bria May will be presenting a refresher on Planning Commission Training. The presentation will include topics such as sources of commission authority, duties, application review procedures, decision-making considerations, quasi-judicial acts, and Colorado open meetings rules.

The presentation slides are attached in case Commissioners want to review them before the meeting.

Recommendation:

Budget Implications:

Not applicable.

Motion:

Not applicable.

Attachments:

1. PC Meetings Decision Making Presentation-061126 [Read-Only]

The background of the slide is a dark, almost black, topographic map. It features numerous white contour lines that form irregular, wavy shapes, suggesting a landscape with hills and valleys. The lines are more densely packed in some areas and more spread out in others, creating a sense of depth and texture. The overall aesthetic is clean and modern, with a focus on geometric and organic forms.

Making Good Choices

A Guide to Making Good Decisions and Conducting Good Meetings

Agenda

- Conducting Good Meetings
- Decisionmaking

Good Meetings



Open Meetings Law – Colorado's Sunshine Law



- + What constitutes a meeting?
 - + A quorum or 3 or more members of local public body, whichever is fewer
 - + At which public business is discussed or at which any formal action may be taken

FULL AND TIMELY NOTICE MUST BE GIVEN!

Open Meetings Law – Colorado's Sunshine Law



- + What constitutes a meeting?
 - + Any means of communication
 - + In Person
 - + Email
 - + Text
 - + Phone Calls

Open Meetings Law – Administrative Exception



- + Communications which do not relate to the merits or substance of pending legislation or other businesses are not meetings. This can include:
 - + forwarding information
 - + responding to an inquiry from an individual who is not a member of the body, or
 - + posing a question for later discussion



Good Meetings

+ Why should you care?

- + Public meetings/hearings implicate Due Process concerns.
- + Public meetings/hearings often color the public's impression of the Town
- + Residents and applicants should be treated fairly and respectfully
- + Decisions must be documented

Bad Meetings

Sloppy mix of public, applicant and public body debate

Negotiations and dealmaking on the fly

Confusing conclusions and decisions

What does a good meeting look like?



Decisions follows a clear and consistent framework



Decisions are based upon the record and the applicable criteria



Orderly, respectful public testimony



User-friendly and welcoming

Process Supports Substance



Not your job to decide whether an application presents a good idea or one that you like or don't like



Your job is to relate the application and facts presented to a set of standardized review criteria and required procedures, and decide whether the application meets them all



A good process will give you all the relevant standards, criteria, and facts to make a justifiable decision

Meeting Process



Chair runs the meeting and keeps procedural order

- May also help re-direct substantive discussion on point
- Chair as “meeting manager” vs. substantive participation

Public hearing opens:

- Staff presents its analysis and recommendation
- Applicant presents – especially details of specific project, public outreach, compromises/changes made
- Public testimony
- Governing body asks clarifying questions during fact-finding

Public hearing period closed

Deliberation

- This is where you can take stands and announce positions
- This is not where you ask additional follow up

Decision

Drafting Solutions in a Meeting

- + Negotiations and conditions on the fly
 - + Appeasement and placation vs. substance-based, deliberative decisionmaking
- + Remember: consensus, not unanimity
- + Make conditions thoughtfully and only when obviously related to meeting the standards and review criteria. Conditions should be objective and measurable.

Meeting Tips

- + Use of electronics during meeting:
 - + Only when necessary and directly related to the matter.
- + Side conversations
 - + Be respectful and courteous.
- + Time limits on applicant presentations and public comment
 - + Enforce uniformly
- + Making clear and timely motions
 - + Motion > Second > Vote.

Decisionmaking



Types of Land Use Decisions



Legislative

Amendments to the
Development Code



Quasi-Judicial

Land use applications

Legislative Actions

Driven by public policy

- Comprehensive Plan
- Land Use Code

General application

- Applies to all properties in the Town (within a specific class or activity)
- PC does not typically act in a legislative capacity, but does review and make recommendations to TC on legislative text amendments to the Code and working on the comprehensive plan

No restriction on public communications with decisionmakers but the OML still applies to conversations between members of the public body (i.e. PC and TC)

Legislative Actions

- + Require notice and public opportunity to be heard
- + Types of notice
 - + Publication in Newspaper
- + Posting – official designated agenda posting location



Quasi-Judicial Decisions

When is an action quasi-judicial?

- Results from application of prescribed criteria to the facts of a specific case developed at a public hearing

What does it require?

- Due Process

Quasi-Judicial Decisions

- + Types of notice
 - + Mailed
 - + Who is entitled to receive?
 - + Publication in Newspaper
 - + Posting – on property
 - + Posting – official designated agenda posting location



Quasi-Judicial Decisions

- + Opportunity to Be Heard
 - + Applicant
 - + Public
- + Does not necessarily mean opportunity for open-ended discussion



Quasi-Judicial Decisions



In a quasi-judicial proceeding, you are acting like a ***judge***

Quasi-Judicial Decisions

The Big Mistake

Ex Parte Communications

“Outside the hearing” contact with someone or something regarding the subject matter of the public hearing

Strictly prohibited!



Quasi-Judicial Decisions

Ex Parte Communications

Includes information gathering outside the hearing – site visits, Google research, etc.

Be careful about discussions that occur with the public during any recess or beforehand, including on social media.

Respect your roll and the public

Remember: it is also about appearances.



Quasi-Judicial Decisions

Acceptable Outside Information

Information based upon your personal knowledge or experience, as long as you are not prejudging the application prior to the public hearing.

"I believe the Comp Plan suggests housing here," vs. "I hate malls."

Quasi-Judicial Decisions

What to Do if You've Had an *Ex Parte* Communication

Best: Disclose and Recuse

Maybe: Possible to Disclose and Cure

Remember: Appearances!



Quasi-Judicial Decisions

How to Deal with Inquiries from the Public

- + Stop the conversation as soon as you can
- + Explain to the individual that if you continue the discussion with them, you will have to recuse yourself and not be a part of the decision
- + Encourage them to make written comment or attend the meeting



Quasi-Judicial Decisions

Conflicts of Interest

Goes to prejudgment

- + Decision has effect on family member
- + Decision results in a direct personal or family economic gain or loss
- + Sometimes: Past experiences with applicant

Quasi-Judicial Decisions

Why are all these rules so important?

Due Process

Liability

Good Decisions



Quasi-Judicial Decisions

How to Make Good, Well-Reasoned Decisions

- + Review the packet, review criteria and prepare questions
- + Listen
- + Explain your decision – refer to facts and the criteria

Quasi-Judicial Decisions

Judicial Review – “Rule 106”

- Mechanism to appeal a decision
- Based solely upon the record
- Rule 106(a)(4) of the Colorado Rules of Civil Procedure

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Thank you!