

Internal Rules and Guidelines

Big Horn County Planning and Zoning Commission

I certify that the copy attached hereto is a true copy of the Internal Rules and Guidelines of the Big Horn County Planning and Zoning Commission.

These rules and guidelines relate to the administration and internal operations of the said commission of the said county in accordance with Sections 18-5-201 through 18-5-206, Wyoming Statutes, 1977 as amended. They supersede all previous rules including those filed by document #943670, recorded March 21, 2005 in the office of the Big Horn County Clerk.

The attached rules and guidelines are effective immediately upon filing with the Big Horn County Clerk.

Dated this 10 day of Dec. ²⁰¹³ ~~2014~~ ^{mf}

By Mary Iltner

Chairman, Big Horn County Planning and Zoning Commission

Attest: Helli M. Kim

Secretary, Big Horn County Planning and Zoning Commission

Filed for record 10th date December 2013 as document number 1047360

By Waynette Scott

Big Horn County Clerk/Deputy



BIG HORN COUNTY PLANNING AND ZONING COMMISSION Rules and Guidelines

Article I Organization

Section 1: General - Big Horn County Planning and Zoning Commission, hereinafter referred to as the "Commission" is the body of five individual volunteers who are appointed by the Big Horn County Board of Commissioners and shall act in advisory capacity to that Board. A minimum of three Commission members must reside in the unincorporated area of Big Horn County. Terms are three years. The Board of County Commissioners shall have the power to remove any member.

Section 2: Purpose - The Commission is to consider topics which come before the Land Planning Office and to offer guidance, recommendation and comment to the Board of County Commissioners toward decision-making on land use issues within Big Horn County. Primary concerns shall be health, safety and welfare of citizens of Big Horn County.

Section 3: Governing Documents for this Commission shall be Wyoming Statutes 18-5-201 through 18-5-208. Reference material for public or Commission use may also be found in Big Horn County Land Use Plan dated 2009, developed by public citizens and professional contractor by request of Big Horn County Board of Commissioners.

Article II Management

Section 1: Duties

A. The Land Planner and Land Planning staff will co-operate with the Commission to develop an educational, constructive format to assist the Board of Commissioners when land use decisions are upcoming and will provide pertinent information to the Commission. Productive and positive dialogue is of utmost importance.

B. The Commission shall elect officers to meet their needs - a Chairman to preside over meetings, a Vice-Chair to preside when necessary and a secretary. Signatures by Commission Chairman and Secretary are required on recommendations or approval of land planning issues where appropriate.

C. Elections will be held each year at the first meeting after January 1st at which time meetings' schedule and location for coming year will also be determined. Three members is deemed a quorum for any transaction of business. Meeting procedures will generally adhere to Robert's Rules of Order. Commission will hold regular monthly meetings and will be provided with an agenda by the Land Planning Office relative to current land use activities within Big Horn County. No formal action or vote will be called at a meeting

which is not supported by a quorum of the five appointed Commission members.

D. Recorded, accurate minutes of each meeting are the responsibility of the Big Horn County Clerk's office. The County Clerk may assign or designate an individual to record the proceedings.

ARTICLE III Procedure for Meetings

Section 1: Public Attendance - Members of the public are encouraged to attend Commission meetings. Those who wish to comment or seek information from Land Planning Office may appear at any regular meeting of the Commission and may request formal placement on the agenda by contacting the Land Planning Office or any Commission member.

Section 2: Agenda - Meeting agenda will be prepared by the Land Planner. Planning Office will provide update of current office work topics, applications for any development or subdivisions which are pending and plats or documents requiring signature of Planning Commission officers.

A. Discussion will include review of above mentioned items. Planner will provide pertinent information and may offer comments or suggestions.

Section 3: Disposition - Recommendation or approval on all land planning issues by the Commission will be provided to the Board of County Commissioners with the signature of the Chairman and Secretary by

A. Recommendation for approval

B. Recommendation for approval with comment or stipulation

C. Recommendation for disapproval with reasons noted

D. Recommendation for public hearing (i.e.) table item pending additional information or study.

E. Public hearings may be initiated by the Commission by request to the Board of County Commissioners.