

RESOLUTION NO. 14-12

**A RESOLUTION OF THE TOWN OF BERTHOUD ADOPTING
POLICIES FOR PUBLIC HEARINGS AND ORDINANCE ADOPTION**

WHEREAS In the past the Town Board of Trustees has faced confusion over when and if public hearings are required and the extent to which an Ordinance needed to be read in full for adoption , and

WHEREAS The Trustees of the Town of Berthoud desire to comply with Colorado statutes and the Berthoud Municipal Code without unnecessarily expanding required procedures;; and

WHEREAS The Trustees of the Town desire to set forth their procedures for adoption of Ordinances and conduct of public hearings,

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
THE TOWN OF BERTHOUD, COLORADO AS FOLLOWS:**

1. The Procedures set forth on the Policy statement attached hereto are hereby adopted as the standard process for Public Hearings and Ordinance adoption;
2. The Board of Trustees may require additional processes in specific cases where merited by the issue or the public interest

PASSED, ADOPTED AND APPROVED THIS November 27, 2012.

TOWN OF BERTHOUD

BY: 
David Gregg, Mayor

ATTEST:


Mary K. Cowdin, Town Clerk

**TOWN OF BERTHOUD POLICY STATEMENT
REGARDING THE PASSAGE OF ORDINANCES, PUBLIC HEARINGS, AND
ACTIONS BY RESOLUTION OR MOTION**

1. The Town Board shall not require proposed ordinances to be read in full at town meetings, but rather shall only require that the title of said ordinances be read into the record, unless the Board in its reasonable discretion determines that reading the full ordinance is in the best interest of the Town.
2. The passage and adoption of any proposed ordinance shall not require either a hearing or more than one reading, unless otherwise required by state statute or Town Ordinance.
3. Where a public hearing is required, it may be convened within a regular meeting or on its own. Quasi-judicial public hearings shall be fully recorded, but public hearings to inform legislative processes may be summarized by notes or minutes.
4. Reasonable efforts shall be made to make the text of proposed ordinances available to the public through the website before their adoption. However, the Board may adopt an Ordinance without such prior availability if it deems such adoption appropriate under the circumstances.
5. Ordinances shall address permanent changes to the Berthoud Municipal Code binding on all. Policy statements shall be adopted by Resolutions, which shall be in writing and retained as independent records. One-time actions or approval of actions by Town staff may be by simple motion with a quorum present, passed by the requisite majority. Note that certain actions require a majority (or, in some cases, two-thirds) of the entire Board for their approval.
6. In the event of any question by a Board member on any action, the Town Administrator may request and the Town attorney shall provide an opinion, on which the Board may rely in conducting its affairs.