

**TOWN OF NORWOOD, COLORADO
RESOLUTION NO. 0812 SERIES 2026
A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD,
COLORADO, SETTING A PUBLIC HEARING TO CONSIDER THE REMOVAL FOR
CAUSE OF A MEMBER OF THE TOWN PLANNING COMMISSION, PROVIDING
NOTICE OF THE GROUNDS FOR REMOVAL, AND ESTABLISHING HEARING
PROCEDURES**

WHEREAS, the Town of Norwood is a statutory town organized under the laws of the State of Colorado; and

WHEREAS, pursuant to the Norwood Municipal Code, members of the Norwood Planning Commission are appointed by the Mayor with the consent and ratification of the Board of Trustees; and

WHEREAS, while the Norwood Municipal Code is silent on the explicit mechanism for the removal of an appointed Planning Commissioner, established legal principles and municipal best practices dictate that the power of removal incident to the power of appointment should follow a clear, fair, and transparent process; and

WHEREAS, the Board of Trustees finds that due process requires that an appointed official facing removal for cause be provided with reasonable advance notice of the specific grounds for removal and a meaningful opportunity to be heard before the Board of Trustees; and

WHEREAS, allegations and concerns have been raised regarding the conduct and behavior of Planning Commissioner **Nancy Willis** relative to her official duties on the Planning Commission, which may constitute sufficient cause for removal; and

WHEREAS, the Board of Trustees desires to formalize the scheduling, notification, and procedural rules for a hearing to evaluate these matters impartially.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF NORWOOD, COLORADO, THAT:

Section 1. Hearing Date, Time, and Location Scheduled.

A formal evidentiary hearing shall be held before the Board of Trustees on **October 15, 2026**, at **6:30 PM**, or as soon thereafter as the matter may be heard, at the Norwood Town Hall, located at 1670 Naturita Street, Norwood, Colorado.

Section 2. Statement of Grounds for Removal.

The specific behavioral and procedural grounds to be considered as "cause" for removal at the hearing include, but are not limited to, the following allegations:

Ground 1: Repeated Failure to Follow Established Administrative Procedures and Governance Protocols

The Commissioner repeatedly failed to follow established administrative processes by bypassing the Town's administrative structure and communicating directly with Town consultants and other personnel regarding matters that should have first been addressed through established Town procedures. The concern is not a single communication, but a recurring pattern that has created confusion regarding the respective roles of commissioners, staff, and consultants and has interfered with the orderly administration of Town business.

Ground 2: Conduct Inconsistent with the Professional Standards Expected of an Appointed Commissioner

The Commissioner engaged in a pattern of conduct toward Town staff that is inconsistent with the standards of professionalism, civility, and respect expected of appointed public officials. This charge would encompass the documented concerns submitted by Town staff regarding professional interactions, communication, and conduct that has adversely affected working relationships and the ability of staff to effectively perform their responsibilities.

Ground 3: Conduct Affecting the Integrity and Effective Functioning of the Planning Commission and Board of Adjustment

The cumulative pattern of conduct has adversely affected the effective operation of the Planning Commission and Board of Adjustment by undermining established governance processes, requiring repeated administrative intervention, diverting staff resources, and diminishing confidence in the ability of these quasi-judicial bodies to function in a professional and impartial manner.

Section 3. Service of Notice and Rights of the Affected Commissioner.

The Town Clerk is hereby directed to serve a copy of this Resolution, alongside a formal Notice of Hearing, upon Planning Commissioner Nancy Willis no less than ten (10) calendar days prior to the scheduled hearing date. Service may be made via certified mail, return receipt requested, or by personal service. The affected Commissioner shall possess the following rights at the hearing:

- The right to be represented by legal counsel at their own expense.
- The right to present oral and written statement evidence, call witnesses, and introduce documents.
- The right to cross-examine any witnesses called by the Town or Board.

Section 4. Order of Hearing Procedures.

The hearing shall be conducted in an orderly and quasi-judicial manner, presided over by the Mayor (or Mayor Pro Tem if a conflict exists), utilizing the following sequence:

1. **Opening:** Call to order and introductory remarks by the presiding officer.
2. **Town's Case:** Presentation of allegations, supporting evidence, and witnesses by the Town's legal counsel or designated representative.

3. **Commissioner's Case:** Presentation of evidence, statements, and witnesses by the affected Commissioner or their legal counsel.
4. **Rebuttal:** Brief opportunity for rebuttal evidence by both parties, if necessary.
5. **Board Deliberations:** The Board of Trustees may close the evidentiary portion of the hearing and deliberate in open session.
6. **Decision:** The Board of Trustees shall vote on whether cause for removal exists. A separate resolution formally finalizing the removal or retention will be executed following the vote.

Section 5. Effective Date.

This Resolution shall take effect immediately upon its adoption.

INTRODUCED, READ, PASSED, AND ADOPTED this 12th day of August,
2026. **TOWN OF NORWOOD, COLORADO**

By: _____

Candy Meehan, Mayor

ATTEST:

Cidney Ross, Town Clerk