

Chapter 2.32 PLANNING AND ZONING COMMISSION AND DEPARTMENT

2.32.010 Commission—Created.

- A. There is created a Planning and Zoning Commission comprised of seven members who shall be residents and taxpayers of the City.
- B. All members of the Planning and Zoning Commission appointed and serving unexpired terms pursuant to the provisions of Ordinances 336 and 462 shall continue to serve their terms unaffected by the ordinance from which this section derives, amending Ordinance 336.
- C. The reduction from a Planning and Zoning Commission comprised of nine members pursuant to Ordinance 462 to seven members pursuant to this section shall be accomplished by the Mayor and council not filling the first two expired terms of members of the Planning and Zoning Commission, which terms have either expired and are unfilled at the time of the effective date of the ordinance from which this section derives or occur thereafter.

(Ord. 517, § 2, 1986; Ord. 336, § 1, 1963)

2.32.020 Commission—Members—Appointment and removal.

- A. The members of the planning and zoning commission shall be appointed by the Mayor, subject to the approval of the City Council. In order to create a system of staggered terms, one member will be appointed to serve a term expiring June 30, 1998, two members will be appointed to serve a term expiring June 30, 1999, two members will be appointed to serve a term expiring June 30, 2000; and two members will be appointed to serve a term expiring June 30, 2001. After these initial appointments, members will be appointed to serve four-year terms.
- B. In the event of a death or resignation of a member, the vacancy may be filled by appointment by the Mayor with approval of the Council for the unexpired term of the member replaced. Any committee member missing more than three consecutive meetings, without an excuse acceptable to the majority of the Commission, shall be considered to have resigned and vacated his or her position on the commission. The City may remove any commission member for cause after a public hearing covering the reasons for such removal.
- C. Planning and Zoning Commission members shall serve without pay. None of the voting members shall hold any other City or county office.
- D. One of the duly elected members of the City Council will be appointed by the Mayor as a non-voting ex-officio member of the Commission.

(Ord. 336, § 2, 1963; Ord. 700, § 2, 1997)

2.32.030 Commission—Duties.

The function of the Planning and Zoning Commission shall be to perform and provide advisory services in matters relating to planning and zoning to the City Council. The duty and responsibility of the Planning and Zoning Commission is to study and recommend the boundaries of the various zoning districts which lie within the jurisdiction of the City and recommend appropriate planning and zoning rules and regulations to be enforced

therein. In carrying out its advisory functions under this chapter, the Commission shall review and consider all matters related to its duties and responsibilities. In those matters requiring official action by the Mayor and Council, the Commission shall hold at least one preliminary public hearing, determine the nature of its recommendations by the affirmative vote of at least three of its members, enter its action thereon over the signature of its Chairman, and forward its recommendation to the Mayor and Council ~~for final public hearing and action~~. The Commission shall be guided by the provisions of the general plan in making its recommendations.

(Ord. 336, § 3, 1963)

2.32.040 Department—Created—Duties.

There is further created a City Planning and Zoning ~~Department~~ Division which shall be staffed with such employees and consultants as the City Council may from time to time appoint. The Planning ~~Department~~ Division shall serve in an advisory capacity to the Commission and carry out such assignments as the Commission may direct. It shall be responsible for arranging meeting agendas, maintaining minutes of all regular and special meetings and hearings of the commission or its committees, publishing or posting of all notices of such meetings and hearings and be responsible for keeping all official books, papers and records of the Commission. It shall receive applications for approval of all zoning amendments and subdivision plats, and such other matters as require the attention of the commission, and shall prepare such studies, surveys, reports, maps and correspondence as may be required as background data for action by the Commission.

(Ord. 336, § 4, 1963)