
8.02.01. Planning and zoning board.

At its own option, the town commission may appoint itself as the planning and zoning board and serve all associated functions of said board. The functions, powers and duties of the planning and zoning board shall be as follows:

1. Act as Local Planning Agency pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, Ch. 163, Part II, Florida Statutes, and perform all functions and duties prescribed in the statute.
2. Obtain and maintain information on population, property values, the land economy, land use and other information necessary to assess the amount, direction and type of development to be expected in the town.
3. Advise and make recommendations to the town commission regarding applications for amendments to the official zoning map and requests for special exceptions or other special designations on property within the town.
4. At the request of the development director, interpret and determine the intent of provisions of this Code which are unclear or in conflict with other regulations.
5. Consider the need for revision or addition of regulations in this Code, and recommend changes to the town commission.
6. Consider the need for revision of the comprehensive plan, and recommend changes to the town commission.
7. Other duties as assigned by the town commission.

8.02.01.01 Appointment of members. Where the town commission chooses to create a separate planning and zoning board, members shall serve according to the following regulations:

1. The planning and zoning board shall have five members, to be appointed by the mayor with approval of the town commission.
2. Each member of the planning and zoning board shall reside or own a business in the town, and at least two members of the board shall reside in the town.
3. Each member shall be appointed to a three-year term. In the event that all members are appointed at the same time, one member shall be appointed for a term of one year, two members shall be appointed for a term of two years, and two members shall be appointed for a term of three years.
4. If a position becomes vacant before the end of a term, the mayor with the approval of the town commission shall appoint a new member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
5. Members may be removed without notice and without assignment of cause by a majority vote of the town commission.
6. At the first meeting of the newly appointed board the mayor shall appoint a chairman and the chairman shall appoint the vice-chairman and any other officers as deemed necessary. At the first meeting held after January 1 of each year, the board shall appoint a chairman and the chairman shall appoint a vice-chairman, and other such officers as deemed necessary. The chairman, or in his absence, the vice-chairman, shall preside over all meetings of the board. Officers shall serve terms of one year.
7. The chairman will establish subcommittees and appoint members as needed to carry out the purposes of the board.

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8. Members shall not be compensated, but may be reimbursed for travel and other expenses incurred on the board business.
 9. If any member fails to attend three successive meetings, the board may declare the member's office vacant and notify the town commission.

8.02.01.02 Procedures.

1. The board shall adopt procedures to carry out its purposes. All rules must conform to the code, other town ordinances and state law.
2. The board shall meet monthly or upon decision of the chairman.
3. The board shall keep minutes of its proceedings, indicating the attendance of each member, and the decision on every question.
4. Three members shall constitute a quorum.
5. Each decision of the board must be approved by a majority vote of the members present at a meeting in which a quorum is present and voting.

(Ord. No. 04-16, § 1(Exh. A), 4-13-04; Ord. No. 05-82, §§ 1, 2, 9-13-05; Ord. No. 12-12, § 1, 2-14-12)