
Sec. 20-23. Established; membership; terms and removal.

- (a) *Establishment and membership.* A planning and zoning board is hereby established and shall consist of five members and one alternate members who shall be residents of the town. Alternate members shall act in the absence, disability or disqualification of any regular member. No regular or alternate member of the board shall be an employee or elected official of the town.
- (b) *Terms.* The term of each regular and alternate planning and zoning board member serving as of the effective date of this ordinance shall expire on March 31, 2008. Thereafter, the town council shall appoint all regular and alternate members for one-year terms commencing on April 1st and ending on March 31st.
- (c) *Method of appointment.* Each member of the town council shall nominate one member for appointment to the planning and zoning board, subject to approval by vote of the town council. One alternate member may be nominated by any member of the town council and shall be appointed by vote of the town council.
- (d) *Removal.* Members of the board shall serve at the pleasure of the town council and may be removed by vote of the council with or without cause. Any board member who is absent from three scheduled meetings during his or her term shall be sent, by hand delivery, a letter from the town manager notifying the member that he or she shall be removed from the board unless the member provides a written explanation for the absences within three (3) working days of receipt of the letter. If the member fails to provide such written explanation within the time allocated, the member shall be automatically removed from the board. If the member does provide such written explanation, the matter shall be forwarded to the town council to determine whether the member should be removed or retained.
- (e) *Vacancies.* Vacancies shall be filled by the town council within 30 days to serve unexpired terms.

(Code 1980, § 11-17; Res. No. 7-76, § 1, 5-19-1976; Ord. No. 307, § 2, 8-13-1986; Ord. No. 430, § 16, 10-28-1992; Ord. No. 609, § 2, 7-25-2007)

Sec. 20-24. Duties.

The duties of the planning and zoning board shall be as assigned to it from time to time by the town council.

(Code 1980, § 11-18; Res. No. 7-76, § 2, 5-19-1976; Ord. No. 430, § 16, 10-28-1992)

Sec. 20-25. Officers; procedures.

The planning and zoning board shall appoint its own chairman and vice chairman, as well as adopt such procedures as it deems necessary for the efficient conduct of its meetings which are to be conducted in public. Minutes of all such meetings will be kept and made a matter of public record. The town clerk's office shall perform all secretarial and administrative duties of the board.

(Code 1980, § 11-19; Res. No. 7-76, § 3, 5-19-1976; Ord. No. 609, § 2, 7-25-2007)

Sec. 20-26. Meetings; quorum; majority vote required.

The planning and zoning board shall meet twice per month, unless cancelled by the town manager. Additional meetings shall be held at its own discretion, or if required of the board by the town council or the town manager. A quorum of three attending members shall be necessary for any meeting, and a majority vote shall be required for all determinations of the planning and zoning board at any of its meetings.

(Code 1980, § 11-20; Res. No. 7-76, § 4, 5-19-1976; Ord. No. 609, § 2, 7-25-2007)

Sec. 20-27. Use of services of town attorney and engineer.

The planning and zoning board may from time to time utilize, in an advisory capacity only, the services of either the town attorney or the town engineer, subject to the prior approval, in each instance, of the town manager.

(Code 1980, § 11-21; Res. No. 7-76, § 5, 5-19-1976; Ord. No. 430, § 16, 10-28-1992)

Sec. 34-28. Planning and zoning board duties.

The planning and zoning board shall issue recommendations to the town council and zoning board of adjustment and appeals, as applicable, on all matters involving community planning, including, but not limited to, the comprehensive plan, site plan and appearance reviews, preliminary plat reviews, variances, administrative appeals, and special exception uses. The planning and zoning board shall have final decision-making authority on appearance review, specifically including architectural review, of detached single-family dwellings not located within an approved planned unit development. It shall exercise its power as defined in this chapter and as further established by F.S. ch. 163, part II. The planning and zoning board shall be the local planning agency required to be designated as such by F.S. § 163.3174.

(Ord. No. 207, § 8.20, 8-8-1979; Ord. No. 686 , § 2, 8-10-2016; Ord. No. 745 , § 2, 10-27-2021; Ord. No. 753 , § 2, 9-28-2022)