

Sec. 13-16. - Planning and zoning board.

- (a) *Responsibilities.* The planning and zoning board shall be responsible for the city's comprehensive planning program. The planning and zoning board shall act on all matters pertaining to land planning and plan implementation. The board shall conduct investigations, hold public hearings, take testimony, review documentary evidence, issue orders, and make recommendations to the city commission on all activities relating to land planning and plan implementation. Specifically the board shall:
- (1) Prepare and monitor the comprehensive plan;
 - (2) Review amendments to the comprehensive plan;
 - (3) Evaluate land development regulations and codes;
 - (4) Review and update the zoning ordinance;
 - (5) Evaluate rezoning requests and zoning map changes;
 - (6) Review proposed subdivision plats;
 - (7) Review, approve or deny all proposed site plans;
 - (8) Hear and decide appeals by parties where it is alleged that there is error in any reviewable interpretation, application or determination made by an administrative official in the enforcement of the Land Development Code and to modify or reverse such ruling upon finding the administrative official's interpretation of facts or interpretation of law clearly erroneous or to affirm the administrative official's interpretation which is supported by the facts of law.
 - (9) Hear and decide upon applications for such variances from the Land Development Code as are authorized under the Land Development Code and to grant such variances with conditions and safeguards as are appropriate under the Land Development Code.
 - (10) Perform any other functions, duties or responsibilities as assigned by the city commission.
- (b) *Composition.* The planning and zoning board shall consist of five (5) members and one (1) alternate.
- (c) *Appointment and organization.* Each member of city commission shall nominate one (1) person to fill each position on the planning and zoning board. A majority of the city commission shall approve the nominations. Each term shall be as fixed by ordinance of the city. One (1) alternate member of the board shall be selected by the mayor and approved by a majority of the city commission. The term of office of the alternate member shall be as fixed by ordinance of the city. Any vacancies on the planning and zoning board shall be filled by a person nominated by the city commission member who nominated the vacating member. Such nomination shall be approved by a majority of the city commission. The term of a member filling a vacancy shall coincide with the remainder of the member vacating. Each member of the planning and zoning board shall be a resident of the city and a qualified voter. Members of the planning and zoning board shall serve without compensation.
- (d) *Board officers.* The chairperson and vice-chairperson shall be elected from the board membership. The chairperson and vice-chairperson shall serve one-year terms.
- (e) *Rules of procedure.* The planning and zoning board shall utilize *Robert's Rules of Order* to govern conduct of meetings. Attendance of three (3) members of the board at any duly authorized meeting shall constitute a quorum. An affirmative vote of three (3) members shall be necessary to adopt any motion considered by the board.
- (f) *Meetings.* The planning and zoning board shall hold at least one (1) regular meeting per month and additional special meetings as necessary. Public notice of each regular meeting shall be displayed at city hall or advertised as prescribed by law.

(Ord. No. 115-86, § 104.02, 7-10-86; Ord. No. 159-87, § 104.02, 6-11-87; Ord. No. 123-96, § 1, 5-9-96; Ord. No. 2001-034, § 1, 10-11-01)

Charter reference— Mandate to create a planning and zoning board, § 501.

Cross reference— Boards, commissions and committees generally § 2-191 et seq.