

HIGHLAND CITY DEVELOPMENT CODE

ARTICLE 2

PLANNING COMMISSION

- 2-201: Establishment of Planning Commission
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2-201: Establishment of Planning Commission. There is hereby created a Planning Commission. The Planning Commission shall consist of seven members to be appointed by the Mayor with the advice and consent of the City Council from among qualified electors of the City, and one member of the City Council appointed by the Mayor who shall serve as an ex officio non-voting member. Members shall be selected without respect to political affiliation and shall serve without compensation, except for reasonable expenses incurred in performing their duties as members of the Commission. The Mayor may also appoint, with the advice and consent of the City Council, no more than two alternate members who shall sit as members of the Planning Commission in the temporary absence of a regular member. Alternate members shall sit on a rotating basis under a procedure to be established by the Commission. At least 4 members of the Commission must be present to form a quorum.

2-202: Term of Office. Each member and alternate member of the Planning Commission shall serve for a term of four years and until his successor is appointed; provided, that the first appointments shall be for such terms that the term of at least one member shall expire annually. The term of office for each member shall commence on the first day of February in the year in which such member is appointed. The ex officio member shall serve at the pleasure of the Mayor. The City Council may remove any member of the Planning Commission for cause, and after public hearing, if a hearing is requested by the member. Any vacancy occurring on said Commission by reason of death, resignation, removal or disqualification shall be filled in the same manner as an original appointment for the unexpired term.

2-203: Organization.

- (1) At its first meeting in July of each year, the Planning Commission shall elect one of its members as Chair and a second member as Vice-Chair. The Chair shall serve for a term of one year and until a successor is chosen in the same manner. A vacancy in the position of Chair shall be filled for the unexpired term by election at the next meeting of the Planning Commission. A person may be elected to serve consecutive terms as Chair.
- (2) The Chair shall preside at all meetings of the Planning Commission. In the absence of the Chair, the Vice-Chair shall preside. If both the Chair and Vice-Chair are absent, the Commission may select one of its members as Chair Pro-Tem to preside at any meeting.
- (3) The Planning Commission shall adopt rules consistent with this Code for its own organization and for the transaction of business. Meetings of the Planning Commission shall be held monthly or more frequently as the Commission deems advisable. Reports of official acts and recommendations of the Planning Commission shall be made by the Chair in writing to the City Council and shall indicate how each member of the Commission voted with respect to such act or recommendation. Any member of the Commission may also make a concurring or dissenting report or recommendation to the City Council whenever he or she so desires.

2-204: Employees; Expenditures. With the approval of the City Council, the Planning Commission may appoint such other employees and staff as it may deem necessary for its work and may contract with city planners and other consultants, provided its expenditures shall be within the amounts appropriated for that purpose by the City Council.

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2-205: Duties and Powers. The Planning Commission shall have the following powers and duties:

- (1) The Planning Commission, as provided by Sections 2-101 to 2-103, shall prepare and recommend to the City Council, a General Plan and amendments to the General Plan.
- (2) The Planning Commission may make reports and recommendations relating to the planning and development of the City to public officials and agencies, and other organizations and citizens. The Planning Commission, its members and employees, in the performance of its functions, may enter upon any land at reasonable times to make examinations and surveys.
- (3) The Planning Commission shall prepare regulations governing the subdivision of land within the City or amendments to such regulations and to submit said regulations or amendments to the City Council for adoption.
- (4) The Planning Commission shall review and recommend approval or denial of all subdivisions of land as provided in Sections 5-101 to 5-129.
- (5) The Planning Commission may, or by order of the City Council shall, make and recommend to the City Council a zoning plan, including both the full text of the zoning regulations and maps and amendments thereto. The zoning regulations, including the maps, may be amended from time to time by the City Council. However, all proposed amendments shall be first submitted to the Planning Commission for its recommendation which shall be returned to the City Council for its consideration within thirty days.
- (6) The Planning Commission shall hear and decide all applications for conditional use permits except as otherwise provided in this code. (e.g. Commercial Zone)
- (7) The Planning Commission, by order of the City Council, shall make and recommend to the City Council a multi-year improvement program which shall set forth an orderly program for the acquisition of land, buildings and other facilities that are needed for City purposes.
- (8) The Planning Commission may conduct hearings and meetings with interested property owners, officials and citizens in the process of carrying out its functions.