

**CHAPTER 2
PLANNING AND ZONING COMMISSION**

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2-2-1: **ESTABLISHMENT:** The Idaho Falls Planning and Zoning Commission (“Commission”) is hereby established. The Mayor, with the consent of the Council, shall appoint nine (9) members to serve on the Commission. All members of the Commission shall reside within Bonneville County, provided no more than three (3) members may reside outside the boundaries of the City. All members shall have resided within Bonneville County for a period of two (2) consecutive years immediately preceding their appointment. A member of the Council, the Mayor, or an appointed officer of the City shall not serve as a member of the Commission. Members shall be selected without respect to political affiliation.

2-2-2: **PURPOSE:** The Commission shall examine all proposals, applications, and petitions and shall make recommendations to the Council concerning the zoning of properties within the City and properties to be annexed thereto. The Commission shall recommend to the Council changes regarding the City's comprehensive plan. The Commission may suggest changes to the Zoning Code and shall study and make recommendations for the laying out, widening, extending, and locating of streets, roads, and highways in the City. The Commission shall study and make recommendations regarding future City development and growth.

2-2-3: **DUTIES:** The Commission shall have all powers and duties assigned to it by the Zoning Code. It shall act in an advisory capacity to the Board of Adjustment, when requested by that Board. All maps, plats, and re-plats of land which require the approval of the Council shall be submitted first to the Commission for its recommendation, as provided in this Code. The Commission also shall perform other duties required under Idaho state law or as directed by the Council.

2-2-4: **ORGANIZATION AND MEETINGS:** During the first meeting of each calendar year, the Commission shall elect from its membership, by majority, a person to act as Chair and a person to act as Vice-Chair. The Chair and Vice-Chair shall serve until replaced or re-elected. The Chair shall preside at all meetings. If the Chair is absent or unable to act at any meeting, the

Vice-Chair shall preside. One (1) regular meeting shall be held each month in no fewer than nine (9) months of each year.

2-2-5: TERM OF OFFICE: Members of the Commission shall serve terms of six (6) years. The term of each member shall expire on December 31 of the sixth year following their appointment, provided the terms of no more than two (2) members shall expire in any one (1) year. Commission members may be reappointed.

2-2-6: REMOVAL: A Commission member may be removed from the Commission by the Mayor and at the Commission Chair's request, following two (2) consecutive meeting absences unexcused by the Chair or at any time by the majority vote of the Council.

2-2-7: VACANCY: The Mayor, with consent of the Council, shall appoint a qualified person to fill the unexpired term of any member of the Board in the event of a vacancy.

2-2-8: ATTENDANCE: A quorum of Commission members shall be present in order for purposes of conducting the business of the Commission. Non-voting members present at meetings shall not be considered in determining the number required for a quorum or whether a quorum is present. (Ord. 3540, 9-14-23)

2-2-9: OPEN MEETINGS: All meetings of the Commission shall be open to the public and shall follow the requirements of the Idaho Open Meeting law

2-2-10: MINUTES: The Commission shall keep minutes of its proceedings, including the vote of each member on every presented issue. The meeting minutes and other records of the Commission shall be open to the public.

2-2-11: NO COMPENSATION: Commission members shall receive no compensation for their service on the Commission; however, expenses for equipment and supplies necessary for the Commission to conduct its business shall be allowed by the Council.

2-2-12: INDEBTEDNESS: Nothing herein conveys or otherwise delegates authority to the Commission to incur any liability, obligation, or indebtedness on behalf of the City without the express, written authorization of the Council.