

SECTION 104. PLANNING AND ZONING COMMISSION.

A. ESTABLISHMENT; COMPOSITION; TERMS OF MEMBERS; VACANCIES; COMPENSATION OF MEMBERS.

There is hereby established a Planning and Zoning Commission of the City of Cottonwood, to consist of seven (7) members, each of whom shall be a resident of the City of Cottonwood, to be appointed by the City Council, with at least two (2) of whom shall be qualified by design-related background, training or experience, including architecture, landscape architecture, interior design, planning, fine arts or other design-related background. The members of the Commission shall be appointed for a term of three (3) years. In the event of a death, resignation or removal from the Commission, the vacancy shall be filled by the Council for the unexpired term. Members of the Commission may, after public hearing, be removed by the Council for inefficiency, neglect of duty or malfeasance in office. The Council shall file a written statement of the reasons for removal. A member absent from three (3) regular meetings or a cumulative total of five (5) regular or special meeting within a calendar year shall constitute the constructive resignation of that member, and said vacancy shall be filled by the City Council, with the option that said member may apply in writing to the City Council for consideration of reinstatement. All members shall serve without pay. However, members of the Commission may be reimbursed for actual expenses incurred in connection with their duties upon authorization or ratification by the Commission and approval of such expenditures by the City Manager.

B. POWERS AND DUTIES.

It shall be the duty of the Commission to formulate and administer any lawful plan duly adopted by the Council for the present and future growth and development of the City of Cottonwood, pertaining to the use of land and buildings for any purpose, to make or cause to be made a continuous study of the best present and future use to which land and buildings shall be put within the City of Cottonwood and in cooperation with adjacent areas and to recommend to the Council revisions in such plans which, in the opinion of the Commission, are for the best interest of the citizens of the City of Cottonwood to hold public hearings where necessary; to make recommendations to the Council on all matters concerning or relating to the creation of zoning districts, the boundaries thereof, the appropriate regulations to be enforced therein and amendments of this Ordinance; to carry out the specific duties as associated therewith and commonly known as "Planning and Zoning". The Commission is also authorized to confer and advise with other city, county, regional or state planning commissions. The Planning and Zoning Commission shall have the authority to approve, conditionally approve or disapprove all applications for Design Review as required by Section 304 of the City of Cottonwood Zoning Code, based on the Criteria as approved by the City Council or any other applicable Design Policies or Guidelines as established through the legal authority of the City of Cottonwood.

C. SELECTION OF OFFICERS.

The commission shall elect a Chairman and Vice-Chairman from among its own members, who shall serve for one (1) year and until their successors are elected and qualified. The Chairman shall preside at all meetings and exercise all the usual rights, duties and prerogatives of the head of any similar organization. The Chairman shall have the power to administer oaths and to take evidence. The Vice-Chairman shall perform the duties of the Chairman in the latter's absence or disability. Vacancies created by any cause shall be filled for the unexpired term by a new election.

D. QUORUM; VOTING.

Four (4) members shall constitute a quorum. The affirmative vote of a majority of members voting shall be required for passage of any matter before the Commission. A member may abstain from voting only upon a declaration that he has a conflict of interest, in which case such member shall take no part in the deliberation on the matter in question.

E. RULES; REGULATIONS; RECORDS; MEETINGS.

The Commission shall make and publish rules and regulations to govern its proceedings and to provide for its meetings. Meetings of the Commission shall be open to the public. The minutes and records of all Commission proceedings shall be kept and filed as public record in the office of the City Clerk.