

CITY OF NEW MEADOWS

**ORDINANCE NO. 300-05**

AN ORDINANCE DEFINING AND CREATING A PLANNING AND ZONING COMMISSION; PROVIDING FOR QUALIFICATIONS OF SAID COMMISSION; PROVIDING FOR THE TERM OF OFFICE, RULES AND ORGANIZATION; PRESCRIBING THE DUTIES OF SAID COMMISSION; PROVIDING FOR MAPS, PLATS AND REPLATS; PROVIDING FOR SEVERABILITY; REPEALING ORDINANCE NO. E298-2005; AND PROVIDING AN EFFECTIVE DATE. PURSUANT TO CHAPTER 65, TITLE 67, IDAHO CODE:

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NEW MEADOWS, ADAMS COUNTY, IDAHO:

Section 1. DEFINITIONS.

As used in this Ordinance -

“Commission” means the Planning and Zoning Commission created by this Ordinance.

“Appointive Members” means all members of the Commission.

“Governing Board” means the Mayor and Council of New Meadows, Idaho.

Section 2. CREATION OF THE COMMISSION.

The Commission shall consist of five (5) members. They shall be appointed by the City Mayor and confirmed by the City Council. All members must have been residents of the county in which they are serving for at least two (2) years. Members must reside within the city limits or within the area of impact while serving on the Commission. The area of impact shall be represented and such representation shall as nearly as possible reflect the proportion of population living within the City of New Meadows as opposed to the population living within the area of impact for the City of New Meadows. The terms of office for the appointive members shall be four (4) years. Term limits of the City of New Meadows Planning & Zoning Commission shall conform with term limit regulations and requirements of the State of Idaho. All vacancies shall be filled in the same manner as original appointments. Members may be removed after public hearing by a majority vote of the governing body. Members shall be selected without respect to political affiliations.

Section 3. RULES-ORGANIZATION AND MEETINGS.

The Commission shall elect its own chairman, vice chairman, and create and fill such offices as it may determine necessary for the proper conduct of the affairs and business of the commission. The chairman and vice chairman may only serve two (2) consecutive terms as chair and vice chair. Members are entitled to have only one unexcused absents from meetings per year; a review by the Commission and the Council shall be held when additional absences occur. Meetings of the Commission shall be held when duly called by the chairman by written notice. At least one (1) regular meeting shall be held each month for not less than nine (9) months in a year. A majority of voting members of the Commission shall constitute a quorum. All meetings shall be open to the public. Written rules consistent with this Ordinance and the laws of the State of Idaho for the transaction of business of the Commission shall be adopted. Written records of meetings, hearings, resolutions, findings, studies, permits and actions shall be maintained and open to the public.

Section 4. DUTIES.

It shall be the duty of the Commission in regards to planning to:

1. Conduct a planning process designed to prepare, implement, review and update a comprehensive plan that includes all lands within the governing boards jurisdiction.
2. Hold public hearings prior to recommending the comprehensive plan, changes to the plan and ordinances.
3. Provide ways and means to obtain citizen participation in the planning process;
4. Recommend subdivision and zoning ordinances;
5. Recommend changes to a comprehensive plan and zoning ordinance prior to annexation of an unincorporated area; and

6. Recommend a map, a governing plan and ordinances for an area of city impact that is within the unincorporated area of a county.

It shall be the duty of the Commission in regards to zoning to:

1. Provide ways and means to obtain citizen participation in the administration of ordinances;
2. Prepare a procedure for processing zoning permits namely: special use permits, rezone applications planned unit development proposals and variance applications;
3. Recommend changes to a comprehensive plan and zoning ordinance prior to annexation of an unincorporated area;
4. Hear all requests for amendment to the zoning ordinance, hold at least one (1) public hearing and make its recommendation to the governing board; and
5. Recommend changes to the zoning ordinance (if needed) to the governing board.

Section 5. MAPS-PLATS AND REPLATS.

Any and all maps, plats and replats of lands which require approval of a governing board or of an officer or employee shall first be submitted to the Commission for its suggestions (within a time frame specified within the city subdivision and zoning ordinance).

Section 6. SEVERABILITY.

The provisions of this Ordinance are hereby declared to be severable and if any provisions of this Ordinance or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of the remaining portions of this Ordinance.

Section 7. REPEALING ORDINANCE NO.. E298-2005.

Ordinance #E298-2005, and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 8. This Ordinance shall be in full force and effect from and after its passage, approval and publication.

Adopted and approved this 14th day of November, 2005.

/s/ Sandy Schiffman  
Sandy Schiffman, Mayor

ATTEST:

/s/ Gale Stillman  
Gale Stillman, City Clerk