

[Title 04](#) Administrative Agencies and Procedures

[Chapter 04.12](#) Plan Commission

[Section 04.12.010](#) Purpose

- A. Pursuant to [Charter sections 126 through 128](#), there shall be a City plan commission (referred to in this chapter as the "commission"). In addition to exercising those powers granted to the commission in section 128 of the City's Charter, the commission shall provide advice and make recommendation on broad planning goals and policies and on whichever plans for the physical development of the City that the city council may request the commission's advice by ordinance or resolution.
- B. The functions of the commission shall be advisory only.
- C. The commission shall provide opportunities for public participation in City planning by:
 - 1. providing through its own broadly based membership an informed opinion to complement the work of the City's elected officials and administrative departments;
 - 2. soliciting public comment, when pertinent, on planning issues of City-wide importance or of a substantial community concern, and evaluating comments received; and
 - 3. securing the assistance of experts and others with knowledge or ideas to contribute to City planning.
- D. Without limiting the generality of subsections (A) and (C) of this section, the commission shall hold public hearings and make recommendations to the city council regarding the following matters:
 - 1. Amendments to the City's comprehensive plan and the development regulations implementing the comprehensive plan.
 - 2. Changes in the corporate limits of the City, including the land use designations and zoning to become effective upon the annexation of any area proposed for annexation or which might reasonably be expected to be annexed by the City at any future time.
- E. Meetings of the commission, the minutes of its proceedings, and its findings and recommendations shall be open to the public.

Date Passed: Monday, March 2, 2009

Effective Date: Wednesday, April 8, 2009

ORD C34403 Section 1

[Section 04.12.020](#) Membership

The commission shall consist of ten members, who shall serve without compensation. The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the objective of providing sound advice representative of the citizenry. To achieve that purpose, it shall include residents from diverse neighborhoods and council districts within the City with diverse professional backgrounds and citizens active in neighborhood or community affairs.

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ORD C34403 Section 2

[Section 04.12.030](#) Appointment and Term

A. Appointment.

1. Members are nominated by the mayor and appointed by a majority of the city council.
2. All commission members shall be qualified electors of the City.

B. Term.

1. The term of office shall be four years. The terms of two of the members shall expire every odd-numbered year. The terms of three of the members shall expire every even-numbered year. The mayor may nominate and a majority of the city council may appoint existing and newly appointed members to such shorter and/or longer terms as are necessary to achieve this term cycle.
2. A commission member whose term has expired shall continue to hold office until a successor has qualified, but no more than ninety days.
3. No member shall serve more than two consecutive terms.

C. Vacancy.

1. Any vacancy shall be filled for an unexpired term in the same manner as for an original appointment under this section as amended.
2. Appointment to fill the balance of an unexpired term where more than half of the unexpired term remains shall be considered a full term.
3. The director of planning and economic development services shall provide written notice at least sixty days but not more than one hundred twenty days prior to the expiration of every commission member term. The notice shall be provided to the commission president, the commission member whose term is expiring, and the mayor.

Date Passed: Monday, January 9, 2012

Effective Date: Thursday, February 16, 2012

ORD C34824 Section 1

[Section 04.12.035](#) Removal

Commission members shall not be removed from office by the City Council before the expiration of their terms except for cause based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty, or malfeasance, and upon the affirmative vote of five (5) Council members. No commission member shall be removed without written notice of the intent to remove and an opportunity to provide a written response to the notice.

Date Passed: Monday, May 14, 2018

Effective Date: Saturday, June 30, 2018

ORD C35620 Section 9

[Section 04.12.040](#) Liaison Members

- A. The city council shall appoint one city council member to serve as a liaison to the commission and shall also appoint an alternate city council member to serve in the absence of the liaison.
- B. The community assembly shall nominate a member of the assembly to serve as a liaison to the plan commission, subject to confirmation by the mayor and appointment by the city council.
- C. The liaison members shall be non-voting participants in commission business.

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ORD C34403 Section 4

[Section 04.12.050](#) Ancillary Powers

The plan commission shall have the power to:

- A. select one member as the president of the commission for a term of two years. No person shall serve as president for more than two consecutive terms;
- B. organize itself, establish committees or subcommittees, establish annual work programs in consultation with the director of planning and economic development services, and delegate duties for the performance of its work;
- C. adopt rules of procedure to accomplish its functions and to provide in such rules for the time and place for holding regular Commission meetings;
- D. use administrative support and staff provided by the planning and economic development services department as well as technical support from other appropriate City departments and offices as necessary to assist the commission in the performance of its functions, maintenance of its records, and preparation of official correspondence.

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Effective Date: Wednesday, April 8, 2009

ORD C34403 Section 5

[Section 04.12.060](#) Temporary Participants

- A. The mayor, city council, or commission may assign one or more persons to sit with and participate in the proceedings of any committee of the commission while considering a specific matter as deemed appropriate to provide expertise or a viewpoint. No such person shall be considered to be a member of the commission or have any authority to vote, and the person's participation shall cease upon completion of the assignment.
- B. A temporary participant shall not engage in conduct prohibited by the City's code of ethics.

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Effective Date: Wednesday, April 8, 2009

ORD C34403 Section 6

[Section 04.12.070](#) Focus of Activities

It is the intention of the City's legislative authority that the commission direct its activities toward providing recommendations on those broad planning goals and policies and plans for the physical development of the City as identified by the city council as matters for its attention, by ordinance or resolution.

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Effective Date: Wednesday, April 8, 2009

ORD C34403 Section 7

[Section 04.12.080](#) Duties

In conjunction with the development of a schedule for City consideration of planning and policy issues, the city council will by resolution adopt an annual schedule which will assign certain policy and planning issues for commission consideration. In addition, the commission shall, when requested by city council resolution, solicit information and comment from the public about planning goals and policies or plans for the City, and report to the city council its recommendations and a summary and analysis of the comments received from the public.

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Effective Date: Wednesday, April 8, 2009

ORD C34403 Section 8

[Section 04.12.090](#) Unexcused Absences

A commission member may be removed from office for cause if absent from three consecutive commission meetings or six regularly scheduled meetings in any twelve-month period.

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ORD C34403 Section 9