

TITLE 13

PLANNING

Chapters:

13.04 Planning Commission

CHAPTER 13.04

PLANNING COMMISSION

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13.04.01 Commission created There is hereby created a commission of the city of Decatur, Arkansas, to be known as the "Decatur Planning Commission", which said commission shall consist of 5 members who shall serve without compensation and whom not more than one member may hold any other municipal office or appointment. (Ord. No. 85-4, Sec. 1.)

13.04.02 Duties The Planning Commission shall have all the duties and functions authorized by State law from time to time. (Ord. No. 85-4, Sec. 2.)

13.04.03 Appointments The members of the Planning Commission shall be named and appointed by the mayor and his appointments will be valid and effective upon confirmation by the City Council. (Ord. No. 85-4, Sec. 3.)

13.04.04 Terms The term of the members of the Planning Commission shall be for three years. However, the initial appointments to the Commission shall be 2 for 1 year, 2 for 2 years, and 1 for 3 years. The Mayor shall designate the terms of the initial appointment. Thereafter as vacancies occur in said Commission, for whatever cause, said vacancies shall be filled in the manner provided and said appointees shall hold office until expiration of the term which they were appointed to fill. All members of the Planning Commission whose term may expire shall serve until their successors in office have been appointed and confirmed. (Ord. No. 85-4, Sec. 4.)

13.04.05 Officers

- A. The Decatur Planning Commission shall organize and elect a chairman, vice-chairman and secretary annually at the regular meeting in the Month of May. The chairman may succeed himself.
- B. The chairman shall preside at all meetings and public hearings of the Planning Commission; he shall decide all points of order of procedure; and shall certify plans and transmit reports and recommendations of the Planning Commission.
- C. The vice-chairman shall assume the duties of the chairman in his absence.
- D. The secretary shall keep the minutes of the meetings of the Planning Commission, shall give notice of regular meetings of the Planning Commission in advance of the meetings, shall give notice of special meetings, shall carry on routine correspondence, and shall maintain the files of the Commission. (Ord. No. 85-4, Art. 1.)

13.04.06 Meetings

- A. The regular meetings of the Decatur Planning Commission shall be held a minimum of once a quarter.
- B. Special meetings may be called by the chairman.
- C. A quorum shall consist of 3 members.
- D. All plans, reports, and recommendations of the Planning Commission must be approved by at least 3 members of the Commission.
- E. .No change shall be made to the bylaws of the Planning Commission without the affirmative vote of 3 members of the Commission.
- F. The order of business at all regular meetings shall be as follows: (a) roll call; (b) reading of the minutes of previous meeting; (c) unfinished business;(d) new business.
- G. All meetings of the Planning Commission shall be open to the public. (Ord. No. 85-4, Art 2.)

13.04.07 Committees

- A. The Planning Commission may establish such committees as it deems advisable and assign to each committee specific duties or functions.

- B. The Commission chairman shall designate the members of each committee and shall name the chairman of each committee. The chairman shall fill vacancies on committees as such vacancies occur.
- C. No member of the Planning Commission shall be required to serve on more than two committees. (Ord. No. 85-4, Art. 3.)

13.04.08 Records

- A. The secretary shall maintain a file of all studies, plans, reports, and recommendations made by the Planning Commission in the discharge of its duties and responsibilities.
- B. All records of the Planning Commission shall be public. (Ord. No. 85-4, Art. 4.)