



WILDWOOD

BY-LAWS CITY OF WILDWOOD PLANNING AND ZONING COMMISSION

< ARTICLE I – POWERS, DUTIES, PROCEDURES, AND POLICIES OF THE PLANNING AND ZONING COMMISSION OBJECTIVES >

The powers and duties, procedures, and polices of the Planning and Zoning Commission are as established by the City Charter, City of Wildwood Ordinances, as amended and supplemented, and the relevant statutes of the State of Missouri, as amended and supplemented, relating to Charter Cities.

Section 1. The Planning and Zoning Commission shall have the necessary powers to carry out the following duties:

- (a) Adopt and promulgate and amend rules, regulations and procedures, not inconsistent with the laws and ordinances of the City of Wildwood, for the operation of said Commission and carrying out of the provisions of Chapter 400, Article I.
- (b) Have general supervision of the enforcement of any zoning ordinances enacted by the City Council.
- (c) Adopt a comprehensive City plan pursuant to as defined in Sections 89.340 to 89.360, RSMo.
- (d) Prepare or revise a zoning plan for the City of Wildwood which shall conform to the provisions of Sections 89.010 through 89.144, and Sections 89.300 through 89.490, RSMo., 1994, as amended, or as shall hereafter be revised or amended, and which shall include recommendations to the City Council.
- (e) Take all such actions and hold such other powers as authorized by the City's Charter, Chapter 400, Article I of the City of Wildwood's Code of Municipal Ordinances, and Sections 89.300 through 89.480, RSMo.

Section 2. Vacancies on the Planning and Zoning Commission shall be filled in accordance with Chapter 400, Article I Planning and Zoning Commission of the City of Wildwood Code of Municipal Ordinances. Subject to the right of resignation, any member of the Planning and Zoning Commission whose term has expired shall remain on the Planning and Zoning Commission until their successor is duly appointed and qualified. ~~Terms of members of the Planning and Zoning Commission that have expired can continue to serve upon it, until otherwise replaced or reappointed.~~ Nothing herein these By-Laws shall be read or interpreted in any way that is promulgated that is inconsistent with Chapter 89 of the Missouri Revised Statutes in this regard.

Section 3. The City Administrator, the Director of Public Works, and any other similar official may serve in an ex-officio capacity, but shall not be entitled to a vote on a Commission matter before it.

Section 4. Planning and Zoning Commission Members shall serve without compensation.

< ARTICLE II - OFFICERS AND THEIR DUTIES >

Section 1. The officers of the Planning and Zoning Commission shall consist of a Chair, Vice-Chair, and a Secretary. Each officer shall be a member of the Planning and Zoning Commission.

Section 2. The Chair of the Commission shall have the following powers and duties:

- (a) To preside at all meetings and hearings of the Commission;
- (b) To appoint Commission members to its respective Committees;
- (c) To have general charge of the activities of the Planning and Zoning Commission and generally oversee the conduct of its affairs;
- (d) To call Special Meetings of the Commission;
- (e) To carry out other duties normally conferred by parliamentary usage on such officer;
- (f) To establish the seating order of the members at the dais, with preference given to the Vice-Chair and Secretary of the Planning and Zoning Commission being located on either side of him or her;
- (g) To serve on the Development and Zoning Review Committee (DZRC), along with the City Council liaison to the Planning and Zoning Commission;
- (h) To provide on behalf of the Planning and Zoning Commission a report to the City Council regarding any member of this body that is absent for five (5) consecutive meetings or, during a calendar year, does not attend more than fifty (50) percent of its regularly scheduled meetings. This report shall be in written form, with the dates of these missed meetings included, and forwarded to the City Council by the Department of Planning; and
- (i) To engage in other activities as directed by the Planning and Zoning Commission.

Section 3. The Vice-Chair of the Planning and Zoning Commission shall have the following powers and duties:

- (a) To act for the Chair in the Chair's absence;
- (b) To perform all duties normally conferred by parliamentary usage on such officer; and

(c) Engage in other activities as directed by the Planning and Zoning Commission.

Section 4. The Secretary of the Planning and Zoning Commission shall have the following duties:

(a) To act for the Chair and Vice-Chair in their absence;

(b) To certify and maintain a record of each meeting and hearing of the Planning and Zoning Commission. The Secretary may delegate this responsibility to the Director of Planning;

(c) To attend to correspondence of the Planning and Zoning Commission. The Secretary may delegate this responsibility to the Director of Planning;

(d) To give to each Commission Member due notice of the time and place of each Annual, Regular, or Special Meeting and each Public Hearing of the Commission. The Secretary may delegate this responsibility to the Director of Planning;

(e) To carry out other duties normally conferred by parliamentary usage on such officer; and

(f) To engage in other activities as directed by the Planning and Zoning Commission.

< ARTICLE III – ETHICS AND EX-PARTE COMMUNICATIONS >

Section 1. The Planning and Zoning Commission, and its members, shall adhere to, and be bound by, the applicable City and State laws and regulations pertaining to conflicts of interest and ~~guidelines and codes covering~~ ethical conduct. No member shall use his/her position, or derived information for personal use or gain, as specified in the applicable laws and regulations ~~guidelines and codes~~.

Section 2. In no instance shall a citizen member, or citizen members, of the Planning and Zoning Commission ~~communicate privately meet~~ as an individual, or on a collective basis, with any outside party that has an active petition, or likely to submit ~~is anticipating submitting~~ a petition, that will be subject to the review by the Planning and Zoning Commission ~~or currently has a petition underway with the same before it, without the Department of Planning being present or other official of the City of Wildwood. If a quorum of members of the Planning and Zoning Commission is present regarding such, it shall constitute a meeting and all conditions of the City's posting requirements shall be met.~~ This prohibition shall not extend to the Mayor or the City Council Member liaison that are seated on the Planning and Zoning Commission, or to any site visit or other communication made consistent with a policy adopted by the Planning and Zoning Commission, which includes the required attendance of a representative of the Department of Planning contained in Section 2 of Article III.

Section 3. Nothing herein shall be construed as imposing any limitation on the free exchange of ideas, views, and information between any person and the Commission, or any commissioner,