

APPROVED

BYLAWS
OF THE
DEVELOPMENT AND ZONING REVIEW COMMITTEE
OF
THE CITY OF WILDWOOD, MISSOURI

Introduction:

The Development and Zoning Review Committee (the "Committee") was established pursuant to Resolution # 2017-11 (the "Resolution") of the City of Wildwood, Missouri, (the "City"), and these Bylaws are adopted pursuant to the authority conferred by the Resolution.

ARTICLE I

Objective and Purpose

The objective and purpose of the Committee are generally set forth in the Resolution, and specifically include the informal and conceptual review of selected proposed development projects and zoning amendments requiring legislative action by the City Council. To that end, the Committee determines that its objective and purpose are, as follows:

- (a) To provide persons proposing a development project or zoning amendment requiring legislative action (hereinafter referred to as a "Development") the opportunity to present and introduce the concept of such a Development to the Committee in an informal manner; and
- (b) To provide an opportunity for members of the Committee, which includes the two Council Members whose constituents are most likely to be impacted by any such Development, the opportunity to provide initial impressions and comments on such Development before review by the Departments of Planning and Public Works and prior to formal presentation to the Planning and Zoning Commission, the City Council and the public for comment at a public hearing; and
- (c) To ensure that such activities are conducted in an open and transparent manner.

ARTICLE II

Organization of Committee

Section 1. The Committee shall be comprised of the Chair of the Planning and Zoning Commission, the Council Member selected by the Council to serve on the Planning and Zoning Commission, the two Council Members from the Ward in which the development or zoning amendment is being proposed, and the Mayor. The City Administrator and the Directors of Planning and Public Works may be called upon to advise and assist the Committee.

Section 2. The terms of the members shall be for the duration of the term of the offices which

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the Officers comprising the Committee occupy.

ARTICLE III

Officers and their Duties

Section 1. The officers of the Committee shall consist of a Chairman, who shall be the Chair of the Planning and Zoning Commission, and a Vice-Chairman, who shall be the Council Member selected by the Council to serve on the Planning and Zoning Commission.

Section 2. The Chairman of the Committee shall have the following duties.

- (a) To preside at all meetings of the Committee; and
- (b) To carry out other duties normally conferred by parliamentary usage on such officer.

Section 3. The Vice-Chairman shall act for the Chairman in his absence, and shall have the duties as expressed in the above section in the absence of the Chairman.

ARTICLE IV

Meetings

Section 1. The Committee shall meet as necessary and as requested by the Director of Planning and at such time and place as may be determined by the Director of Planning after notice of the need for such meeting has been provided to the members of the Committee by e-mail, telephone or other means. No more than one (1) meeting of the Committee shall be held on any proposed Development.

Section 2. Three (3) members of the Committee shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of those members in attendance. Each member is entitled to one (1) vote. A record of the vote shall be kept as part of the minutes. Nothing contained herein shall be interpreted to vest the Committee with any authority to vote or otherwise act to approve, deny, or recommend the same as it pertains to any proposed Development, such authority not having been granted pursuant to the Resolution.

Section 3. All meetings shall be open to the general public and otherwise comply with the requirements of Chapter 610, RSMo, which shall not include hearings or other public participation, as the same is reserved unto the Planning & Zoning Commission.

Section 4. A record of the Committee's proceedings at all meetings shall be kept, and such records shall be public records.

Section 5. Except as provided in these By-Laws, the Committee shall conduct meetings in

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accordance with HENRY M. ROBERT III, ET.AL., ROBERT'S RULES OF ORDER NEWLY REVISED, (11th ed., Perseus Publishing 2011), or any subsequent addition thereof.

ARTICLE V

Agenda and Order of Business

The Director of Planning shall set the agenda for each meeting of the Committee.

The order of business at each meeting shall be, only as follows:

- a. Call to Order/Opening of Meeting
- b. Roll Call
- c. Approval of Minutes
- d. Presentation by Developer(s) and Questions from Committee Members
- e. Adjournment

ARTICLE VI

Amendments

These Bylaws may be amended by a four-fifths (4/5) vote of the entire membership of the Development and Zoning Review Committee.

Passed and approved by the Development and Zoning Review Committee this ____ day of _____ 2017.

Chairman