

CITY OF AVOCA

TITLE II: OFFICERS, ADMINISTRATION, AND PERSONNEL **CHAPTER 12: PLANNING AND ZONING COMMISSION**

12.01 PLANNING AND ZONING COMMISSION. There shall be a City Planning and Zoning Commission, hereinafter referred to as the Commission, consisting of seven (7) members. Members shall be residents of the City, appointed by the Council. Commission members shall be qualified by knowledge or experience to act in matters pertaining to the development of a City plan and shall not hold any elective office in the City government.

(Code of Iowa, Chapters 414.6, 414.23 & 392.1)

12.02 TERM OF OFFICE. The term of office of the members of the Commission shall be five (5) years. The terms of not more than one-third of the members will expire in any one-year.

(Code of Iowa, Chapter 392.1)

12.03 VACANCIES. If any vacancy exists on the Commission caused by resignation, or otherwise, a successor for the residue of the term shall be appointed in the same manner as the original appointee.

(Code of Iowa, Chapter 392.1)

12.04 COMPENSATION. All members of the Commission shall serve without compensation, except their actual expenses, which shall be subject to the approval of the Council.

(Code of Iowa, Chapter 392.1)

12.05 POWERS AND DUTIES. The Commission shall have and exercise the following powers and duties:

1. **Selection of Officers.** The Commission shall choose annually at its first regular meeting one of its members to act as Chairperson and another as Vice Chairperson, who shall perform all the duties of the Chairperson during the Chairperson's absence or disability. A Secretary to assist the Commission shall be appointed by the Council. The Secretary shall keep minutes of the Commission meetings for public record and conduct all correspondence, including the notification of decisions. The Secretary shall also certify records and prepare and submit the minutes of Commission meetings to the Chairperson and Commission.
2. **Adopt Rules and Regulations.** The Commission shall adopt such rules and regulations governing its organization and procedure, as it may deem necessary.

3. Comprehensive Plan. It is the duty of the Commission, after holding public hearings, to create and recommend to the Council a Comprehensive Plan for the physical development of the jurisdiction, which may include areas outside of its boundaries, which bear consideration to the zoning of the jurisdiction. The Comprehensive Plan shall include at least the following elements:
 - A. Official maps
 - B. Growth and land use
 - C. Commercial and industrial uses
 - D. Transportation and utilities
 - E. Community facilities
 - F. Housing
 - G. Environmental
 - H. Geological and natural hazards.
 - I. Commission may also recommend amendments to the Comprehensive Plan.

4. Zoning. The Commission shall have and exercise all the powers and duties and privileges in establishing the City zoning regulations and other related matters and may from time to time recommend to the Council amendments, supplements, changes or modifications, all as provided by Chapter 414 of the Code of Iowa.

(Code of Iowa, Chapter 414.6)

5. Conditional Use Permits. It is the duty of the Commission to review and comment on conditional use permit applications. The application shall be accompanied by maps, drawings or other documentation in support of the request. The granting of a conditional use permit shall not exempt the applicant from compliance with other relevant provisions of related ordinances.

6. Recommendations of Improvements. No statuary, memorial or work of art in a public place, and no public building, bridge, viaduct, street fixtures, public structure or appurtenances, shall be located or erected, or site therefore obtained, nor shall any permit be issued by any department of the City for the erection or location thereof until and unless the design and proposed location of any such improvement shall have been submitted to the Commission and its recommendations thereon obtained, except such requirements and recommendations shall not act as a stay upon action for any such improvement when the Commission after thirty (30) days' written notice requesting such recommendations, shall have failed to file same.
7. Review and Comment on Plats. All plans, plats, or re-plats of subdivision or re-subdivisions of land embraced in the City or adjacent thereto, laid out in lots or plats with the streets, alleys, or other portions of the same intended to be dedicated to the public in the City, shall first be submitted to the Commission and its recommendations obtained before approval by the Council.
8. Review and Comment of Street and Park Improvements. No plan for any street, park, parkway, boulevard, traffic-way, river front, or other public improvement affecting the City plan shall be finally approved by the City or the character or location thereof determined, unless such proposal shall first have been submitted to the Commission and the Commission shall have had thirty (30) days within which to file its recommendations thereon.