

Planning & Zoning Board

No. of Members:	Seven
Term Length:	Two Years (staggered among members)
Term Limit:	None
Compensation:	\$200 per month of a meeting (\$250 for Chairman)
Training Required:	Planning Officials Training required
Meeting Schedule:	Quarterly, 1 st Tuesday for Zoning and 3 rd Tuesday for Variances
Appointment:	BOC Chairman appoints one member and the Chairman, each District Commissioner makes one appointment, and School System appoints one member.
Description:	The purpose of the Board is to review and make recommendations to the Board of Commissioners on ordinance amendments, rezoning of property, land use permits, comprehensive plan, transportation, land use plans and maps, and other infrastructure determined to be pertinent to the overall development of the county.

Qualifications of Members.

The County Commission shall make the sole determination as to the qualifications of any person in meeting the requirements for membership on the Planning & Zoning Board.

Proceedings of the Planning & Zoning Board

The Planning & Zoning Board shall elect a Vice-Chairman from among its members, who shall serve for one (1) year or until re-elected or until their successor is elected. The Vice-Chairman shall preside at meetings in the absence of the Chairman.

The Planning & Zoning Board may adopt such by-laws, rules or procedures as appropriate and not in conflict with the Zoning Ordinance or policies adopted by the County Commission. These rules shall be a public record.

The Planning & Zoning Board shall meet each month in accordance with the schedule of meeting dates and times approved by the County Commission. Other meetings of the Planning & Zoning Board shall be held at the call of the Board of Commission Chairman if there is business to be brought before it, or at such times as the Planning & Zoning Board may determine. All meetings of the Planning & Zoning Board shall be open to the public.

All Planning & Zoning Board members attending a meeting shall vote on each matter placed before it. A member may abstain from voting only in the instance of a conflict of interest, the nature of which must be stated for the record.

A majority of the entire Planning & Zoning Board shall constitute a quorum. The affirmative vote of a majority of the quorum shall be necessary to approve any decision or recommendation.

The Director of Development Services or his designee shall serve as secretary to the Planning & Zoning Board. The secretary shall cause minutes of its proceedings to be kept, showing the vote of each member on each question, or if absent or failing to vote, indicating such fact, and shall cause records of its examinations and other official actions to be kept in the form of written minutes, all of which shall be of public record.

The Planning & Zoning Board shall not have the power to sue, nor shall it be a legal entity for the purpose of being sued.

Powers and Duties of the Planning & Zoning Board

The Planning & Zoning Board shall have the duty and responsibility to conduct a public hearing on each application for rezoning or special use approval, to review the application in accordance with the standards and procedures set forth in this Unified Development Code, and to make such recommendations to the County Commission as it deems appropriate on each application.

The Planning & Zoning Board shall also have the duty and responsibility to conduct a public hearing on any proposed amendment to the text of this Unified Development Code, to review such proposed amendment in accordance with the standards and procedures set forth in this Code, and to make such recommendations to the County Commission as it deems appropriate.

The Planning & Zoning Board shall also have the authority to initiate on its own motion a zoning change or an amendment to the text of this Code when, in its determination, such changes are appropriate for consideration.

The Planning & Zoning Board shall also have the authority and responsibility to review the provisions of the County's Comprehensive Plan from time to time, and to make such recommendations to the County Commission as it deems appropriate.

The Planning & Zoning Board shall also have the authority and responsibility to conduct a public hearing on appeals from an administrative decision, for a special exception, and for unique hardships restricting reasonable use of a property, to review the application in accordance with the standards and procedures set forth in this Development Code and shall make a decision. *(Amended 03/2006)*

The Planning & Zoning Board shall also have such other powers, duties or responsibilities as assigned to it by the County Commission.

Additional Powers and Duties.

All public officials shall, upon request, furnish to the Planning & Zoning Board, within a reasonable time, such available information as it may require for its work. The Planning & Zoning Board, its members and employees, in the performance of its or their functions, may enter upon any land, make examinations and surveys, and place and maintain necessary monuments and markers thereon. In general, the Planning & Zoning Board shall have such powers as may be necessary to enable it to perform its functions and promote the planning of its political jurisdiction.

The County Commission may authorize or direct the Planning & Zoning Board to hold hearings and perform other services.

Comprehensive Plan and Future Land Use Map.

It shall be the duty of the Planning & Zoning Board, subject to the approval of the Board of Commissioners, to make a comprehensive plan of its political jurisdiction and to perfect it from time to time. The comprehensive plan shall be based upon and include appropriate studies of the location and extent of present and anticipated population, social and economic resources and problems and other useful data. Such plan may be adopted, added to and changed from time to time, upon the recommendation of the Planning & Zoning Board and with the approval of the Board of Commissioners. In addition, the Planning & Zoning Board, subject to the approval of the Board of Commissioners, shall be authorized to make a future land use map of the political jurisdiction which shall show the use of land in the political jurisdiction in the future. This plan may be changed from time to time upon recommendation of the Planning & Zoning Board with the approval of the Board of Commissioners. Its purpose and effect shall be solely to aid the Planning & Zoning Board and the Board of Commissioners in the performance of its duties related to Development Services in Douglas County. The future land use map will be a part of the comprehensive plan and together will represent the future land use policy for Douglas County.