

## CHAPTER 1

**PLANNING COMMISSION<sup>1</sup>**

(OM 012-2003 11/25/03)(OM 007-2004 02/10/04)(Ordinance No. 004-2007, 1/23/2007)

## SECTION:

- 2-1-1: Planning Commission Created - Chair - Rules
- 2-1-2: Planning Commission Duties
- 2-1-3: Planning Commission Staff - Organization
- 2-1-4: Planning Commission Procedures
- 2-1-5: Staff Action on Planning Commission Matters

2-1-1: **PLANNING COMMISSION CREATED - CHAIR - RULES:**

- A. A Providence City Planning Commission is hereby created. Said Commission shall consist of five (5) members, each of whom shall be a resident of Providence City and each of whom shall be appointed by the City Council.
- B. The terms of office for all members of the Planning Commission shall be three (3) years and until their successors are appointed and qualified except where appointment to a shorter term is necessary to provide for staggered terms among commission members. Members may be removed with or without cause by a majority vote of the City Council.
- C. The City Council may appoint one (1) or two (2) alternate members of the Planning Commission, who shall serve in the absence of a member or members of the Planning Commission under rules established by the Planning Commission. Alternate members shall serve subject to subsection A and B of this section.
- D. Members shall be selected without respect to political affiliation and shall serve without compensation except for payment of reasonable expenses.
- E. The Planning Commission shall:
  1. Elect from its membership a chair who shall serve a one (1) year term;
  2. Pursuant to Title 2-1-4, Providence City Code, adopt reasonable policies and rules for the transaction of business; and
  3. Keep a public record of its proceedings.

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<sup>1</sup> U.C.A. 10-9-201 et seq.

- F. When a regularly scheduled and noticed meeting of the Planning Commission does not occur because a quorum of the Commission is not present, all action items scheduled to be heard on that date shall be continued to the next regularly scheduled meeting of the Commission. Items originally scheduled to be heard at the meeting shall be automatically continued to the next regularly scheduled meeting the following month.
- G. The Planning Commission will allow members to attend a regularly scheduled hearing/meeting or a special hearing/meeting by teleconference pursuant to the procedures outlined in the Planning Commission bylaws.  
(Ordinance No. 012-2006, 10/24/2006)

2-1-2: **PLANNING COMMISSION DUTIES:**

- A. Except when otherwise expressly provided, the Planning Commission shall do the following:
1. Perform all functions and duties permitted or required of a Planning Commission by Chapter 9a Section 302 of Title 10 of the Utah Code, as amended.  
(Ordinance No. 004-2007, 01/23/2007)

2-1-3: **PLANNING COMMISSION STAFF - ORGANIZATION:**

- A. The Planning Commission shall have the following staff:
1. Administrative Director. The Administrative Director to the Planning Commission shall be the City Administrator or her/his designee.
    - a. Duties of Administrative Director. The Administrative Director shall be responsible for providing staff services to the Planning Commission as provided in Titles 2, 10 and 11 of the Providence City Code within the provision of budget authority appropriated by the Providence City Council.
  2. Secretary. The Secretary to the Planning Commission shall be assigned by the Administrative Director from the City staff.
    - a. Duties of Secretary. Subject to the direction of the Administrative Director of the Planning Commission, the Secretary shall in general attend to all correspondence of the Commission; attend all hearings/meetings of the Commission (except when excused by the Administrative Director with temporary services arranged); and generally perform or supervise all clerical work of the Commission.
    - b. Under the direction of the City Recorder, send out or cause to be published all notices required; compile all required records; maintain the necessary schedules, minutes, files and indexes.  
(Ordinance No. 016-2006 11/14/2006)

**2-1-4: PLANNING COMMISSION PROCEDURES.**

- A. Subject to applicable state law and the provisions of this Title, the Planning Commission may establish reasonable bylaws related to organization and procedure with respect to matters within its jurisdiction. Such bylaws shall be approved by the City Council before taking effect. (Ordinance No. 004-2007, 01/23/2007)