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SUMMARY OF ORDINANCE NO. -25

AN ORDINANCE OF THE CITY OF DOVER, COUNTY OF BONNER, STATE OF IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ESTABLISHING AND CREATING A NEW CITY PLANNING AND ZONING COMMISSION; SETTING FORTH THE TERM OF OFFICE AND QUALIFICATION OF MEMBERS; PROVIDING FOR AND ESTABLISHING RULES FOR THE ORGANIZATION AND RECORDING OF MEETINGS; ESTABLISHING GENERAL DUTIES OF MEMBERS AND REPORTING REQUIREMENTS; SEVERABILITY AND EFFECTIVE DATE; PROVIDING FOR THE PUBLICATION OF THIS ORDINANCE.

A summary of the principal provisions of Ordinance No. 25 of the City of Dover, Bonner County, Idaho, adopted on December 2, 1993, is as follows:

Section 1: Provides for the creation of Planning and Zoning Commission consisting of five (5) persons appointed by the mayor.

Section 2: Sets forth the qualifications for members of the commission, including a residency requirement.

Section 3: Provides that the commission shall receive no compensation.

Section 4: Provides for the election of a chairman of the commission and permits other offices deemed necessary.

Section 5: Sets forth the requirement of not less than nine (9) meetings per year and further provides for maintaining records of all proceedings.

Section 6: Sets forth the duties of the Planning and Zoning Commission.

Section 7: Provides that the Planning and Zoning Commission report to the city counsel.

Section 8: Severability provision.

Section 9: Provides for the effective date of the ordinance.

A full text of Ordinance No. 25 is available at the Dover City Hall and will be provided to any citizen upon personal request during normal business hours.

DATED this 2nd day of December, 1993.

CITY OF DOVER
Bonner County, Idaho
Loretta Boyle
LORETTA BOYLE, Mayor

ATTEST:
Valerie Scates
VALERIE SCATES, City Clerk

(SEAL)

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ORDINANCE NO. 25

AN ORDINANCE OF THE CITY OF DOVER, COUNTY OF BONNER, STATE OF IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ESTABLISHING AND CREATING A NEW CITY PLANNING AND ZONING COMMISSION; SETTING FORTH THE TERM OF OFFICE AND QUALIFICATION OF MEMBERS; PROVIDING FOR AND ESTABLISHING RULES FOR THE ORGANIZATION AND RECORDING OF MEETINGS; ESTABLISHING GENERAL DUTIES OF MEMBERS AND REPORTING REQUIREMENTS; SEVERABILITY AND EFFECTIVE DATE; PROVIDING FOR THE PUBLICATION OF THIS ORDINANCE.

WHEREAS, THE CITY COUNCIL FOR THE CITY OF DOVER HAS, IN THE PAST ACTED AS THE PLANNING AND ZONING COMMISSION; AND

WHEREAS, THE CITY DESIRES TO ESTABLISH A PERMANENT AND SEPARATE PLANNING AND ZONING COMMISSION.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IDAHO:

SECTION 1--CREATION OF COMMISSION: A city Planning and Zoning Commission of the City of Dover is hereby created pursuant to Chapter 65, Title 67, Idaho Code. The Planning and Zoning Commission shall consist of not less than three nor more than twelve voting members, and the initial commission, until changed by resolution, shall consist of five persons appointed by the Mayor and affirmed by a majority vote of the City Council. The term of office for the initial commission shall be as follows:

- a) One member of the Planning and Zoning Commission shall be appointed for a term of four (4) years;
- b) Two members shall be appointed for a term of three (3) years; and
- c) Two members shall be appointed for a term of two (2) years.

Their successors shall in all cases be appointed for terms of four (4) years and all appointments to fill vacancies shall be for the unexpired terms.

SECTION 2--QUALIFICATIONS FOR COMMISSION MEMBERS: An appointed member of a commission must have resided in Bonner County

for five (5) years prior to his appointment and must remain a resident of the county during his service on the commission. The appointed member must also be a resident of the City of Dover or must reside in an area of city impact for the City of Dover.

SECTION 3--COMPENSATION: Members of the Planning and Zoning Commission shall receive no compensation for their services as such commissioners.

SECTION 4--ORGANIZATION: The Planning and Zoning Commission shall elect a chairman and create and fill any other office it may deem necessary for the proper conduct of the affairs and business of the commission.

SECTION 5--RULES, RECORDS AND MEETINGS: At least one (1) regular meeting shall be held each month for not less than nine (9) months in a year. The record of meetings, hearings, resolutions, studies, findings, permits and actions taken by the Planning and Zoning Commission shall be maintained and all meetings and records shall be open to the public. The majority of voting members of the commission shall constitute a quorum.

SECTION 6--DUTIES: It shall be the duty of the Planning and Zoning Commission to:

- a) Conduct a planning process designed to prepare, implement, review and update a comprehensive plan that includes all lands within the governing boards of jurisdiction;
- b) Hold public hearings prior to recommending the comprehensive plan, changes to the plan and ordinances;
- c) Provide ways and means to obtain citizen participation in the planning process;
- d) Recommend subdivision and zoning ordinances;
- e) Recommend a map, a governing plan and ordinances for an area of city impact that is within the unincorporated area of a county;
- f) Provide ways and means to obtain citizen participation in the administration of ordinances;
- g) Prepare procedure for processing zoning permits, namely:
 - special use permits
 - rezone applications
 - planned unit development proposals

variance applications

h) Hear all requests for amendment to the zoning ordinance, hold at least one (1) public hearing and make its recommendation to the governing board; and

i) Recommend changes to the zoning ordinance (if needed) to the governing board.

SECTION 7--REPORT TO CITY COUNCIL: Whenever any matter or class of matters is filed with the city Planning and Zoning Commission, the commission shall report to the City Council its recommendations in relation thereto. The City Council shall then consider the same and direct the city Planning and Zoning Commission either to certify its approval thereof or to refuse to approve the same, and the Commission shall act at once in accordance with such directions.

SECTION 8--SEVERABILITY: Should any portion of this ordinance be declared invalid by a court of competent jurisdiction, the remainder shall continue in effect and shall be interpreted in such manner as to effectuate the purposes set forth herein.

SECTION 9--EFFECTIVE DATE: This Ordinance shall be in full force and affect from and after its publication, as provided by law, in the Bonner County Daily Bee.

This Ordinance passed under suspension of the rules and duly enacted as an Ordinance of the City of Dover, Idaho, at the regular monthly meeting of the City Council held on the 2nd day of December, 1993.



LORETTA BOYLE
Mayor

Attest:



VALERIE SCATES
City Clerk