

PLANNING & ZONING COMMISSION DUTIES  
Taken from Zoning Ordinance 70-A

SECTION 3: PLANNING AND ZONING COMMISSION

A. CREATED; MEMBERSHIP; OFFICERS

There is hereby created, in accordance with article 1011f, V.A.T.S., a City Planning and Zoning Commission, which shall consist of five (5) members to be appointed by the City Council, who shall have been appointed and duly qualified; provided, however, that two (2) of such members so appointed shall serve for only a one-year period following their appointment after the adoption of this Ordinance and the remaining three (3) members shall serve for the full two-year term of office. Thereafter, following the expiration of the one-year term of office of the two (2) members, their successors shall be appointed for a full two-year term so as to provide for staggered and over lapping terms of office. All members of the City Planning and Zoning Commission and the secretary shall keep minutes of all meetings held by the Planning and Zoning Commission and a full record of all recommendations to be made by the Planning and Zoning Commission to the City Council. Planning and Zoning Commission members shall reside within the City Limits of Combine for not less that six (6) months before being able to serve on the Planning and Zoning Commission.

B. QUORUM; VOTING

Three members of the Planning and Zoning Commission shall constitute a quorum, and all members, including the presiding chairperson, shall have the right of one (1) vote each, a quorum being present. All actions by the Planning and Zoning Commission shall by a majority vote to those members present.

C. MEETINGS

The Planning and Zoning Commission shall meet at such times in the City Hall as may be designated by the chairperson, or vice chairperson in the absence of the chair person, and at such intervals as may be necessary to orderly and properly transact the business of the Commission.

D. DUTIES AND ZONING RESPONSIBILITIES

The P&Z Commission shall be an advisory body to the City Council and will make recommendations concerning any request for temporary or permanent zoning, including newly annexed areas. The P&Z Commission shall serve in an advisory capacity on any planning or zoning related item(s) in the City. The P&Z Commission will review and approve plat/site plans required under the Zoning or Sub-Division ordinances. All plats must be approved within thirty (30) days of filing with the City Secretary. A plat is considered approved by the governing body unless it is disapproved within the thirty (30) day period. If an extension of time is required, a letter of notification shall be sent to the requestor describing the reason for the time extension. The time extension shall not exceed twenty (20) days

SECTION 4: PROCEDURE ON ZONING HEARINGS

A. APPLICATIONS

All applications for change in zoning or all applications for permanent zoning to be given to properties newly annexed shall be made in writing, to the City Council. The application shall contain all necessary information as required by current application form at the time of the request(s).

B. CONDUCT OF HEARING

The hearings before the Planning and Zoning Commission in connection with changes in temporary or permanent zoning shall be under the control of the chairperson or vice chairperson as the case may be. After notices have been properly served \*(SECTION 20), the hearing shall be held in a place fixed in such notice and at the time provided. At such hearing, the applicant shall be given an opportunity to state the reasons for the request for change in zoning, and all other persons in favor of the change shall be given an opportunity to be heard. Thereafter, all persons opposed to the change in zoning shall be given an opportunity to be heard regarding application for change in zoning. The public hearing shall be closed and the Planning and Zoning Commission will vote upon the recommendation to be made to the City Council in connection with the application for change in zoning. The P&Z Commission shall make a recommendation to the City Council within forty-five (45) days of the date of the Public Notice published in the newspaper.

SECTION 5: ZONING CLASSIFICATIONS DEFINED

The City hereby defines the following classifications to establish zoning districts as the need arises.

ZONING DISTRICT NAME	ABBREVIATED DESIGNATION
Agricultural District	AG
Single-family Residential District	R1
Single-family Residential District	R2
Single-family Residential District	R3
Mobile/Manufactured Home District	MH
Local Retail District	LR
General Business District	GB
Industrial District	I

SECTION 6: ZONING MAP

The zoning district boundaries and the location of any Specific Use Permits, herein provided for, are indicated upon the official zoning map of the City, which is on file with the City Secretary, and is made part of this ordinance the same as copied in full herein. It shall be the duty of the City Secretary and/or City Engineer to update the zoning map as changes are approved by ordinances adopted by the City Council.

SECTION 7: ANNEXED TERRITORY

All territory hereafter annexed to the City of Combine shall be temporarily classified as R1, until a recommendation concerning permanent zoning is made to the City Council by the Planning and Zoning Commission. No building permits shall be issued until permanent zoning has been obtained.

**\*SECTION 20: AMENDMENTS**

The City Council may, from time to time, amend, supplement or change by ordinance the boundaries of the districts including any Specific Use Permits as provided in SECTION 17 of this Ordinance, establish new districts, or revise the regulations herein established. Before taking any action on a proposed amendment, the City Council and the Planning and Zoning Commission shall hold a public hearing thereon in accordance with SECTION 3 and applicable state law. In any case involving a change in zoning classification, written notice of the public hearing shall be sent to owners of real property lying within two hundred (200) feet of the property on which a change in classification is proposed. Such written notice shall be given not less than ten (10) days before the date set for the hearing, to all such owners who have rendered their said property for taxes as the ownership appears on the last approved appraisal district tax roll. Such notice may be served by registered mail in the U.S. Postal Service to the owner of said property or by hand delivery to an adult resident (by city official) with a signed receipt. At least fifteen (15) days notice of the time and place of the public hearing shall be published in the official newspaper of the City. No change in zoning classification shall be granted until after the 30th day following the notice to property owners required herein. In the event the City Council proposes an amendment to the zoning ordinance not involving a particular property but involving a change in zoning regulations generally, written notice to individual property owners shall not be required. In such cases, notice of the required public hearing shall be given by publication in the official newspaper of the City, stating the time and place of the public hearing, which shall not be earlier than fifteen (15) days from the date of such publication.