

Chapter 25  
**COMMISSIONS**

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**SEC. 25.1 REGULATIONS GOVERNING COMMISSIONS**

All commissions shall act in conformance with Article VI of the City Charter, which this Chapter 25 is intended to implement. Unless otherwise indicated, the regulations set forth in this Chapter 25 of the City Code shall govern all commissions which are created under this Chapter 25. (Ord. No. 395 N.S., ' 2)

**SEC. 25.2 PLANNING COMMISSION COMPOSITION; REGULAR MEETINGS**

There is hereby established a planning commission consisting of five (5) members. The commission shall meet on the second Monday of each month. (Ord. No. 395 N.S., ' 3)

**SEC. 25.3 POWERS AND DUTIES OF THE PLANNING COMMISSION**

It shall be the duty of the planning commission to investigate and make recommendations to the City Council concerning real property, subdivisions, lot building restrictions, planning and zoning matters as may be in the best interest of the City, and to grant or disapprove design review and variance applications. In addition, the commission shall have the following powers and duties:

- (a) To consider and make recommendations to the Council on matters affecting

the design and aesthetics of buildings, structures and other improvements within the City;

(b) To consider and make recommendations to the Council regarding methods of encouraging and promoting good design in construction within the City in order to maintain the high quality of aesthetic values which make the City unique. (Ord. No. 395 N.S., '4)

**SEC. 25.4**      **PARK COMMISSION COMPOSITION; REGULAR MEETINGS**

There is hereby established a park commission consisting of seven (7) members. The commission shall meet at regular times normally once each month. (Ord. No. 395 N.S., '5)

**SEC. 25.5**      **POWERS AND DUTIES OF THE PARK COMMISSION**

The park commission shall have the following powers and duties:

(a) To consider and make recommendations to the Council on matters affecting the beautification, planting, litter control, development, uses, acquisition and disposal and maintenance of all parks, park improvements, park memorials, street trees, parking strips (i.e., the portion of the street right-of-way between the sidewalk and curb) and other planted areas owned or controlled by the City.

(b) To consider and make recommendations to the Council concerning proposed solutions to those additional matters which appropriately may be referred to the commission by the Council; or which, relating to the beautification of the matters referred to in subsection (a) hereof, may be investigated by the commission on its own motion. (Ord. No. 395 N.S., '6)

**SEC. 25.6**      **RECREATION COMMISSION COMPOSITION; REGULAR MEETINGS**

There is hereby established a recreation commission consisting of seven (7) members. The commission shall meet at regular times, normally once each month. (Ord. No. 395 N.S., '7)

**SEC. 25.7**      **POWERS AND DUTIES OF RECREATION COMMISSION**

The recreation commission shall have the following powers and duties:

(a) To consider and make recommendations to the City Council on the planning, development and administration of programs and activities relative to public recreation and those facilities and public property under the control of the City for such purposes.

(b) To consider and make recommendations to the Council on the development and implementation of rules of conduct, procedures, resolutions, ordinances or other pertinent

matters relating to recreation in the City.

(c) To assist in the execution of any plan, project, program or proposal relating to recreation in the City as approved or designated by the Council. (Ord. No. 395 N.S., ' 8)

#### SEC. 25.8      QUALIFICATIONS AND APPOINTMENT OF COMMISSION MEMBERS

Commission members shall be qualified electors of the City and not otherwise serving the City in an elective or salaried capacity.

Members of commissions shall be appointed by majority vote of the Council to serve three-year (3-year) terms, and until their respective successors are appointed, with no person serving more than two consecutive terms of office. Terms of office shall commence on April 1 and terminate on March 31, and will be staggered by resolution of the Council. Commission members may be removed after hearing by the affirmative vote of four (4) members of the Council. If a member of a commission is absent from three (3) consecutive regular meetings of such commission, unless by permission of such body expressed in its official meeting record or by permission of the Council, that office shall become vacant and shall be so declared by the Council. Vacancies shall be filled for any unexpired term in the same manner as the original appointments were made. Any person who serves as a member of a commission for more than eighteen (18) months of an unexpired term shall be considered to have served a full term of office. (Ord. No. 395 N.S., ' 11)

#### SEC. 25.9      COMPENSATION

Commissioners shall serve without compensation for their services to the City, but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the Council. (Ord. No. 395 N.S., ' 12)

#### SEC. 25.10    ORGANIZATION

Each commission shall prescribe its own rules, which shall be consistent with City Council ordinances and resolutions. Each year on a date set by its respective rules, each commission shall meet to organize by electing one of its members to serve as presiding officer at the pleasure of such body. Each commission established by the City Council shall hold meetings at such regular intervals as the proper transaction of business shall require or as established by ordinance. All meetings shall be public except as otherwise provided by law. Special meetings of each commission may be held at the call of its chairman, at the call of a majority the members of that commission, or at the call of the Council. Any such special meeting shall require at least forty-eight (48) hours prior notice to all commission members before being held. (Ord. No. 395 N.S., ' 13)

**SEC. 25.11 PUBLIC RECORD**

Minutes of each commission meeting shall be kept on file with the city clerk as a public record of its proceedings and transactions. A copy of the rules of each commission shall be kept on file with the city clerk. (Ord. No. 395 N.S., '14)

**SEC. 25.12 CITY STAFF ASSISTANCE**

The City Council may direct City staff members to attend meetings of a particular commission either on a regular or special basis to assist that commission in its work. (Ord. No. 395 N.S., '15)

**SEC. 25.13 REPORTS**

Annually, on or before the first day of May, each commission shall submit in writing to the City Council a report assessing those programs and activities concerning its respective areas of responsibility, including the submission of programmatic and fiscal recommendations as appropriate. Each body shall also be responsible for submitting such additional reports as necessary or as requested by the Council. (Ord. No. 395 N.S., '16)

**SEC. 25.14 ABSOLUTE MAJORITY VOTE REQUIRED**

Notwithstanding any other provisions of this Chapter 25, except for actions which are strictly advisory in nature, any action taken by a commission shall not be valid or binding unless adopted by an affirmative vote of an absolute majority of the commission members, such absolute majority consisting of the smallest number of members constituting in excess of fifty (50%) percent of the total membership of that commission. (Ord. No. 429 N.S., '2)