

CHAPTER 30 - CITY COMMISSIONS

Subchapter A - General

30.010. Appointment.

1. Members of a Commission shall be appointed by the Mayor subject to the approval of the majority of the Board of Aldermen by resolution.

2. Every member of a Commission shall be a qualified voter under the laws and constitution of this state and the ordinances of the City of Holts Summit.

3. Every member of a Commission shall be a citizen of the United States, and an inhabitant and resident of the City for one year next preceding his or her appointment, and a resident, at the time he or she files and during the time he or she serves. Exception: Non-residents may be appointed to the Community Development Commission as detailed in Chapter 30, Subchapter E of the City Code. (Ord. No. 1970 8-10-2009)

4. No person appointed to serve on a commission shall be in arrears for any tax, lien, sewer charge, miscellaneous charge, forfeiture, or defalcation in office.

5. All citizen members of a Commission shall serve without compensation.

30.020. Mayor and Aldermen Liaisons.

1. The Mayor shall be a non-voting and ad-hoc member of every commission except as otherwise noted below. One member of the Board of Aldermen shall be a non-voting member of every commission except as otherwise noted below, who shall serve at the pleasure of the Mayor. The purpose of the Alderman liaison is to provide a channel between the commissions and the Board of Aldermen for the exchange of information and direction.

2. Standing Committees Appointed. Per Section 21.210.2.A, the Mayor shall, at the first meeting of the Board of Aldermen after each annual election, name the *members* of such standing committees as he deems necessary, which shall consist of at least one member of the Board of Aldermen and/or the Mayor. All Committees shall be appointed by the Mayor.

3. Exception.

A. No liaison shall be appointed to the Board of Adjustment.

B. The Mayor and Aldermen Liaison shall be voting members of the P&Z Commission. The Alderman serving as the designated member on the Planning and Zoning Commission shall serve for a term of one year with such person to be selected on the first Tuesday of April of each year or the next meeting following the first Tuesday of April.

30.030. Vacancies. Should, for any reason, a vacancy occur on a Commission, the Mayor shall appoint by resolution and with the approval of the Board of Aldermen, a person to serve as a member of that Commission until the term of the former member expires.

30.040. Attendance of members. Commission members must attend all regularly scheduled meetings of the commission except in case of a serious illness, an extenuating circumstance or a death in the family as defined in the personnel manual. The Commission Chairman will determine a reasonable excuse and will so state for the record if the absence is excused. Any person which is aggrieved by the decision of the Chairman shall be entitled to a hearing before the Board of Aldermen.

30.045. Removal of members. The Board of Aldermen may remove any citizen member for cause stated in writing and after a public hearing.

30.060. City Cooperation. The commissions may request and shall receive the cooperation of city staff to the extent of supplying the commission with information for the furtherance of its duties. Under no circumstance shall a commission member or chairman, order, strongly recommend, or instruct any employee of the City in reference to job duties or performance. Requests and suggestions shall be made only to the Mayor or Aldermen liaison and routed by them to the Board of Aldermen for action.

30.070. Lack of Quorum. The City must continue operating with or without certain commissions. In the event a quorum for a scheduled meeting does not exist, the Board of Aldermen has the right to act on issues without the recommendation of a specific commission. *Deleted the words "or direction".*

30.080. Meeting Dates. All Commissions shall meet as needed for the accomplishment of its duties and purposes.

Subchapter B - Planning and Zoning Commission

30.100. Established. The City of Holts Summit does hereby establish a Planning and Zoning Commission which shall consist of no more than nine (9) persons and no less than five (5) members, one of whom shall be the Mayor of the City, one of whom shall be a member of the Board of Aldermen selected by the Board of Aldermen, and the remaining members shall be citizens appointed by the Mayor and approved by the Board of Aldermen by resolution. All citizen members of the Planning and Zoning Commission shall hold no office or position in the city administration. The term of each of the citizen members shall be four years, except that the terms of the citizen members first appointed shall be for varying periods so that succeeding terms will be staggered.

30.110. Organization; rules and regulations; quorum. The Planning and Zoning Commission shall elect annually from among its members its own chairman, vice chairman, and secretary, and from time to time provide such rules and regulations, not inconsistent with the ordinances of the City, for its own organization and procedure as it may deem proper; provided, however, its chairman shall be elected from among the appointive members. Five members of the Commission shall constitute a quorum for the transaction of business.

30.120. Reports. The Planning and Zoning Commission shall make an annual report to the Board of Aldermen covering their investigations, transactions and recommendations, and such other and further reports relative thereto as it may deem proper or as required by the Board of Aldermen.

30.130. Employment of assistants and advisers. The Planning and Zoning Commission shall have authority to employ such assistants and technical advisers as it considers necessary, within the limits of the budget appropriation.

30.140. Powers and duties. The City Planning and Zoning Commission shall have the power and it shall be its duty to:

1. Prepare a comprehensive city plan for the future development of the City, including recommendations relative to the location, length, width, and arrangement of the streets, alleys, bridges, viaducts, parks, parkways, playgrounds, boulevards, or other public grounds or improvements, the platting of public property into lots, plots, streets, or alleys, the location of railroad lines, transportation, or other channels for communication of any kind, the grouping of public buildings, the design and placing of memorials, works of art, power and lighting plants, street lighting, standards, telegraph and telephone poles, street name signs, billboards or projecting signs, elimination of railroad grade crossings, and all other things pertaining to the welfare, housing appearance, or beauty of the City or any portion thereof.

2. Make recommendations in connection with the execution and detailed interpretation of the city plan, and make such changes and adjustments in the plan as may be deemed desirable from time to time.

3. Act as a zoning commission, in accordance with the provisions of present or future state zoning enabling acts.

4. Prepare and recommend to the Board of Aldermen rules controlling the subdivision of land.

5. Make recommendations regarding the approval or disapproval of plats for land subdivision. Such plats shall be referred to the City Planning and Zoning Commission before the Board of Aldermen takes any action. Failure of the City Planning and Zoning Commission to act within sixty days shall be deemed an approval.

6. Recommend from time to time legislation which may be desirable to further the purposes of city planning.

7. Assume any other powers or duties as are provided for by the charter of the City.

Subchapter E – Community Development Commission

(Ord. No. 1970 8-10-2009)

30.400, 30.410, 30.420 and 30.430 repealed by **Ordinance No. 2280 January 14, 2013.**