

## Article 13-2

### PLANNING AND ZONING COMMISSION

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#### **13-201            Creating a Planning and Zoning Commission.**

There is hereby created a Planning and Zoning Commission of the City of Rock Springs, Wyoming, to promote the health, safety, morals, order, beauty, prosperity and general welfare of said City, and to secure efficiency, economy and concerted effort in its growth and development.

#### **13-202            Membership.**

The Planning and Zoning Commission shall consist of nine members, who shall be citizens of Rock Springs, representing, insofar as possible, different professions or occupations. Members shall be appointed by the Mayor with the approval of a majority vote of the City Council. Insofar as possible, appointment of members shall be made so as to constitute equal representation for all Wards within the City of Rock Springs. Members of the Planning and Zoning Commission shall serve without pay or compensation of any kind except actual expenses and shall hold no other municipal or county office, except that one member may serve on the Board of Adjustment.

#### **13-203            Term of Office.**

The term of members of the Planning

and Zoning Commission shall be three years, provided that the appointments first made under this Ordinance shall be three for one year, two for two years, two for three years and two for four years, with the effective date of appointment being 1-1-82. Members may be reappointed, but shall not hold more than two full, successive, three-year terms. All members shall hold office until their successors are appointed and qualified. Any members of the Planning and Zoning Commission may be removed by the Mayor with the consent of a majority vote of the City Council for inefficiency, neglect of duty, malfeasance in office, or other good and sufficient cause. Vacancies occurring other than through the expiration of the term shall be filled for the unexpired term by the Mayor with the approval of a majority vote of the City Council.

#### **13-204            Organization.**

The Planning and Zoning Commission shall elect a Chairman from the members of the Planning and Zoning Commission and shall create and fill such other of its offices as it may determine. The Chairman shall be eligible for re-election. The Planning and Zoning Commission shall hold at least one regular meeting in each month at such time and place as may be fixed by the Planning and Zoning Commission. Special meetings of the Planning and Zoning Commission may be called by the Chairman, or by any three members of the Planning and Zoning Commission. A majority of the Planning and Zoning Commission shall constitute a quorum for the transaction of business. The Planning and Zoning Commission shall adopt such other rules and regulations governing its organization and procedures as it may deem necessary, which rules and regulations shall be subject to the approval of the governing body of the City of Rock Springs and shall not be inconsistent with the ordinances of the City of Rock Springs and the laws of Wyoming. The Planning and Zoning Commission shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record. The Planning and Zoning

Commission shall make each year, and at such other times as directed by the Mayor, a report to the Mayor and City Council of its proceedings with a full statement of its receipts, disbursements and the progress of its work during the preceding fiscal year.

**13-205 Duties of the Planning and Zoning Commission.**

It shall be the duty of the Planning and Zoning Commission:

(i) Submit and recommend to the City Council of Rock Springs a zoning map dividing the City into districts of such number, shape and area as may be determined best suited to carry out the purposes of this Ordinance and with the provisions of Section 15-1-601 through 15-1-611, Wyoming Statutes, 1977; and within such districts, it shall recommend such regulations and restrictions concerning the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land as it shall deem to be in the best interests of the City of Rock Springs and its inhabitants.

(ii) Determine and recommend to the City Council, decisions regarding the classification of parcels of land from one zoning district to another.

(iii) Recommend to the City Council changes in any of the regulations of this Ordinance as to the use or plotting of land in any district, or as to the restrictions upon buildings or structures therein, by amendment to this Ordinance.

(iv) Review or delegate review of site plans for multiple-dwelling structures and development, commercial development and industrial development and to determine the appropriate action and requirements for each site plan of the development as called for in this Ordinance.

(v) Determine and make decisions regarding conditional uses as provided for under this Ordinance.

(vi) Make, and recommend to the City Council for adoption, a Comprehensive Plan for the physical development of the City of Rock Springs and its environs.

(vii) Make recommendations to the City

Council on matters regarding the interpretation, enforcement, and administration of the Rock Springs' Subdivision Ordinance, Chapter XVI of the Rock Springs' City Code.

**13-206 Employers, Contracts and Funds.**

Subject to budget limitations, existing City personnel policies and restrictions imposed by the governing body of the City of Rock Springs, the Planning and Zoning Commission may recommend appointment of such employees as it may deem necessary for its work and may also recommend contracts with professional persons such as municipal planners, engineers, landscape architects and other consultants for such services as it may require. The Planning and Zoning Commission may recommend the salaries of such employees as it shall deem necessary to employ in the conduct of its work. The City Council may provide funds, equipment and accommodations necessary for the work of the Planning and Zoning Commission, but the expenditures of said Commission, exclusive of gifts, shall be within the amounts appropriated for that purpose by the City Council and no expenditure nor agreement for expenditures shall be valid in excess of such amounts. All personnel action shall be governed by the City's personnel rules and compensation plan.

**13-207 Expenditure of Funds.**

All monies appropriated by the City Council and all monies received from grants, gifts and other sources for the use and benefit of the Planning and Zoning Commission shall be deposited with the City Treasurer to the credit of the Planning and Zoning Commission Fund and shall be paid out only on warrant of the City Treasurer approved by the City Council.

**13-208 Estimate of Expenditures and Budget Requests.**

The Planning and Zoning Commission shall, on or before the first day of April of each year, prepare and file with the City

Clerk an estimate of the expenditures of the Commission for the ensuing fiscal year, itemizing the expenses, the amounts and the purposes.