

CHAPTER 18

ADMINISTRATION

18-1. GENERAL

18-1.01 For the purpose of carrying out the provisions of this Ordinance, an Administrator and a Planning and Zoning Commission are hereby created. (Amended 11-9-06, 10-20-08)

18-2. ADMINISTRATOR

18-2.01 The Board shall appoint an Administrator to administer this Ordinance. The Administrator shall have the assistance of such other persons as the Board may direct.

18-3. DUTIES OF THE ADMINISTRATOR.

18-3.01 Advise interested persons of the Zoning Ordinance provisions applicable to any district (s).

18-4. THE PLANNING AND ZONING COMMISSION (Amended 11-9-06, 10-20-08)

18-4.01 MEMBERSHIP. The Planning and Zoning Commission each shall consist of not less than three (3) nor more than twelve (12) members, each of whom shall have been appointed by the Board and confirmed by a majority vote of the Board. An appointed member of the Planning and Zoning Commission must have resided in the County for five (5) years prior to his appointment, and he must remain a resident of Jerome County during his service on the Planning and Zoning Commission. Not more than one-third of the members of the Planning and Zoning Commission may reside within an incorporated city in the County. The term of office for members shall be not less than three (3) years or more than six (6) years. Members can serve for additional terms at the discretion of the Board. Vacancies occurring otherwise than through the expiration of terms shall be filled at the same manner as the vacancy being filled. Members may be removed for cause by a majority vote of the Board. Members shall be selected without respect for political affiliation. Members shall receive such mileage and per diem compensation as provided by the Board.(Amended 11-9-06, 10-20-08)

18-4.02 ORGANIZATION. The Planning and Zoning Commission shall elect a Chairman and fill any other office it deems necessary. The Planning and Zoning Commission may establish subcommittees, advisory committees, hearing examiners, or neighborhood groups to advise and to assist in carrying out its responsibilities. The Planning and Zoning Commission may appoint non-voting ex-officio advisors as may be necessary. (Amended 11-9-06, 10-20-08)

- 18-4.03 RULES, RECORDS, AND MEETINGS. Written organization papers, or bylaws, consistent with this Ordinance and with other laws of the State of Idaho for the transaction of business of the Planning and Zoning Commission shall be adopted. A record of meetings, hearings, resolutions, studies, findings, permits and actions taken shall be maintained. All meetings and records shall be open to the public. At least one (1) regular meeting shall be held each month for not less than nine (9) months in each year. A majority of voting members of the Planning and Zoning Commission shall constitute a quorum. (Amended 11-9-06, 10-20-08)
- 18-4.04 EXPENDITURES AND STAFF. With the approval of the Board, the Planning and Zoning Commission may receive and expend funds, goods, and services from the Federal government or agencies and instrumentalities of state or local governments, and from civic and/or private sources, and the Planning and Zoning Commission may contract with these entities and provide information and reports as necessary to secure aid. Expenditures by the Planning and Zoning Commission shall be within the amounts appropriated by the Board. Within such limits, the Planning and Zoning Commission is authorized to hire employees and technical advisors, including but not limited to planners, engineers, architects and legal assistants. (Amended 11-8-06, 10-20-08)
- 18-5. DUTIES OF THE PLANNING AND ZONING COMMISSION (Amended 11-9-06, 10-20-08)
- 18-5.01 For the purposes of this Ordinance, the Planning and Zoning Commission shall have the following duties: a. Initiate proposed Amendments to this Ordinance and conduct a biannual review of the complete Zoning Ordinance. b. Review all proposed Amendments to this Ordinance and make recommendations to the Board. c. Review all Planned Unit Developments and make recommendations to the Board. d. Grant Special Use Permits as specified in the Official Schedule of District Regulations and under the conditions as herein specified with such additional safeguards as will uphold the intent of this Ordinance. e Hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, interpretation, or determination made by the Administrator. f. Authorize such Variances from the terms of this Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of this Ordinance would result in unnecessary hardship and to insure that the spirit of this Ordinance is observed and substantial justice done. (Amended 11-9-06, 10-20-08)
- 18-6. CONFLICT OF INTEREST
- 18-6.01 The Board creating the Planning and Zoning Commission shall provide that the area and interests within its jurisdiction are broadly represented on the Planning and Zoning Commission. A member or employee of the Board or Planning and Zoning Commission shall not participate in any proceeding or action when the member or

employee or his employer, business partner, business associate, or any person related to him by affinity or consanguinity within the second degree has an economic interest in the procedure or action. Any actual or potential interest in any proceeding shall be disclosed at or before any meeting during which the action is being heard or considered. A knowing violation of this section shall be a misdemeanor. (Amended 11-9-06, 10-20-08)