ARTICLE 1

BY-LAWS

CARBONDALE CITY PLANNING COMMISSION

There is hereby created a Carbondale City Planning Commission, which shall be composed of seven (7) members who shall serve without pay. The members of the Planning Commission shall be appointed by the Mayor with the consent of the Governing Body when an opening existsat the first regular meeting of the Governing Body and take office at the next regular meeting of the Commission. All mem­bers shall be appointed for a term of three (3)years each. All current members shall continue to serve their pre­sent terms of office. The Mayor, shall serve as ex officio member. The Commission shall elect its Chairman from among the ap­pointive members.

In case of death, incapacity, resignation or disqualification of any member, appointment to such a vacancy on the commission shall be made of the un-ex­pired term of the member leaving the membership. Should any member have a conflict of interest, either directly or indi­rectly, in any matter coming before the commission, he or she shall be disquali­fied to discuss or vote on

the matter

**I Officers**

1. The Planning Commission shall organize and elect a Chairman from among the appointed members, Vice-Chairman and Secretary, annually at the regular meeting in the month of May. All officers shall be eligible for re-election.

2. The Chairman shall preside at all meetings and public hearings of the Planning Commission; he shall decide all points of order or procedure; and shall certify plans and transmit reports and recommendations of the Planning Commission.

3. The Vice Chairman shall assume the duties of the Chairman in his absence.

4. The Secretary shall keep the minutes of the Planning Commission; shall send out mail notice of regular meetings of the Planning Commission four (4) days in advance of the meetings; shall give three (3) days written notice of special meetings and carry on routine correspondence, and maintain the files of the Commission.

**II — Meetings**

1. The regular meetings of the Carbondale City Planning Commission shall be

held on the second Tuesday of each month at 7:00 P.M. at City Hall.

2. Special meetings may be called by the Chairman or any member of the

City Planning Commission in the absence of the Chairman, provided that

at least three (3) days written notice is given each member.

3. A quorum shall consist of five members of the Planning Commission.

4. All plans, reports, expenditures and recommendations of the Planning

Commission must be approved by a majority of the members of the

Commission.

5. All accounts receivable and payable shall be handled by the City Treasurer

in accordance with Planning Commission instructions.

6. No change shall be made to the By-Laws of the Planning Commission without

an affirmative vote of a majority of the members of the Planning

Commission.

1. The order of business at all regular meetings shall be as follows.

(a)Roll Call (b)reading of the minutes of previous meetings and necessary corrections(c)Unfinished Business;(d)New Business.

1. All meetings and records of the Planning Commission are open to the public. (All records are on file in the City Hall.)

**III-Committees**

Powers and duties of the

1. The Planning Commission may establish such committees as it deems advisable and assign each committee specific duties or functions.
2. The Chairman shall designate the members of each committee and shall name the Chairman of each committee. The Chairman shall fill vacancies on committees as they are created.
3. No member of the Planning Commission shall be required to serve on more than two committees.

**IV-Records**

1. The Secretary shall maintain a file of all studies, plans, reports, and recommendations of the Planning Commission in the discharge of its duties and responsibilities.
2. All records of the Planning Commission shall be a public record.

**V-Powers and Duties**

1. To make or cause to be made a Comprehensive Plan for the physical development of the municipality. Such plan, with ac­companying maps, plats, charts and descriptive matter shall show the commission’s recommenda­tions for the development and redevelopment of the City, in­cluding the general location, character, and extent of streets, alleys, sewers, ways, viaducts, bridges, parkways, parks, play­grounds, waterways, boulevards, squares, aviation fields and other public ways, grounds and open spaces and the general location and extent of public utilities and terminals. Also the removal, lo­cation, widening, narrowing, va­cation, abandonment, change of use or utilities or terminals and such other powers as may be delegated by the City Governing Body or as prescribed by the State Statutes.

2. Prepare or cause to be prepared a zoning plan for the control of height, area, bulk, location, use and intention of use of buildings and premises.

3. Regulate and supervise the platting and opening of subdivi­sions.

4. Make amendments from time to time when conditions justify.

5. Meet once a month and keep a record of its resolutions, find­ings, determinations and recom­mendations.

6. Prepare annually a budget of expenditures for the coming year and include within the bud­get appropriations monies to hire a staff or contract with City Planners and other consultants for such services as may be required.

7. Hear and make recommen­dations on changes in zoning.

8. Review and sign subdivision plats.

ARTICLE 1A

TITLE AND JURISDICTION

1. These regulations, including the zoning district maps made a part hereof, shall be known and may be cited and referred to as the “Carbondale Planning Commission”, and shall hereinafter be referred to as “these regulations.”
2. The provisions of these regulations shall apply to all structures and

land in the incorporated area of the City of Carbondale, Kansas. Any land annexed after the passing of these regulation shall be R-2 and the jurisdictional area shall be shown on the Official Zoning District Map.