

ORDINANCE NO. 344



TO CREATE A CITY OF THOMPSON FALLS PLANNING BOARD

WHEREAS, the City of Thompson Falls has determined that in order to develop a Growth Policy the City of Thompson Falls needs to create a Planning Board.

BE IT ORDAINED BY THE CITY OF THOMPSON FALLS, MONTANA, AS FOLLOWS:

Establishment.

The Thompson Falls Planning Board is established to undertake the responsibilities herein defined, pursuant to and under the provisions of the statutory authority provided to the City of Thompson Falls.

Jurisdiction.

The jurisdictional area of the board includes the area within the incorporated limits of the City of Thompson Falls.

Duties, services and functions.

- A. **Generally.** In general, the Board shall perform and provide the duties, services and functions established and assigned through City ordinance, resolution, agreements, this ordinance including the authority and responsibility to:
1. Advise the City Council on all community planning and land development activities specified under City ordinances and plans, as well as any other duties, functions, services and activities requested or assigned;
 2. Undertake and perform other duties, services and functions, as requested by the City Council.
- B. **Long-range planning.** The board shall have the authority and responsibility to:
1. If requested by the City, initiate, prepare, review, hear, and make recommendations to the City Council on the adoption or amendment of a growth policy and such ordinances and resolutions necessary to implement the growth policy;
 2. Initiate, prepare, review, hear and make recommendations to the City Council on the adoption or amendment of any planning documents designed to guide the orderly development of the community.

- C. **Subdivision, annexation review.** The board shall have the authority and responsibility to review, hear, and make recommendations to the City Council on major subdivision applications and plats and annexations.

Composition and appointment of members.

- A. **Number and appointment.** The board shall consist of seven (7) members appointed by the City Council, which will include:
1. one member to be appointed by the City Council from its membership;
 2. one member to be appointed by the City Council, who may in the discretion of the City Council be an employee of or hold public office in Thompson Falls;
 3. one member to be appointed by the Mayor upon the designation by the Sanders County Commission;
 4. Four citizen members to be appointed by the Mayor,
- C. **Terms.** Each member shall be appointed to a three-year term, beginning and ending on the first day of January.
- D. **Vacancies.** When a position becomes vacant before the end of the term, the position shall be filled by the City Council for the unexpired term.
- E. **Conditions for removal.** A member may be removed from office by a majority vote of the City Council.

Officers.

- A. **Election.** At its first regular meeting in each calendar year, the board shall elect from its members a chair and vice-chair to serve for a period of one (1) year. If there is more than one (1) nominee for any office, voting shall be by secret ballot.
- B. **Terms of office.** All elective offices shall be for one (1) year. An officer whose term has expired shall hold office until a successor is elected.
- C. **Vacancies.** In the event of a vacancy in any office, the chair, upon approval by a majority of voting members present, shall designate a member to fill the unexpired term of the office.
- E. **Rights of chair.** The chair shall have all the rights and privileges of a board member.
- F. **Duties of chair.** The chair shall:
1. Preside at all meetings of the board,
 2. Act as a liaison between the board and the City Council,
 3. Execute all legal documents on behalf of the board,
 4. Authorize all financial transactions upon approval of a majority of members present,
 5. Call special meetings as provided herein, and

6. Act as the public representative of the board or designate an alternate.
- G. **Duties of vice-chair.** The vice-chair shall perform the duties of the chair in all cases in which the chair is unable to serve or as otherwise directed by the chair.
- H. **Duties of secretary.** The City Clerk shall function as the secretary of the board. The secretary shall maintain the minutes and records of the board and issue calls and notices pertaining to the board, prepare and distribute the agenda for all regular meetings at least four (4) days prior to the meeting, keep a roll of membership and attendance, and supervise the balloting at all elections.

Board procedures.

The board shall be governed by the rules contained in "Robert's Rules of Order, Revised," in all parliamentary procedures, as applicable.

Schedule of meetings.

The board shall fix the time for holding regular meetings but shall meet at least once in the months of January, April, July, and October.

Voting and quorum.

- A. **Requirements for quorum.** A quorum shall consist of four (4) members.
- B. **Requirements for official action.** Each decision of the board shall be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting.
- C. **Disqualification or voluntary abstention from voting.** In adjudicative decisions, a member shall abstain from voting on an issue or shall be disqualified by majority vote of the remaining members present, if any of the following circumstances apply:
 1. The member has a direct financial interest in the outcome of the matter at issue; or
 2. The member has such close personal ties to the applicant, the project, or to a party opposing the application that the member cannot reasonably be expected to exercise sound judgment in the public interest; or
 3. The member owns property within the area entitled to receive written notice; or
 4. Participation in the matter might violate the letter or spirit of a member's code of professional responsibility; or
 5. Other applicable law that applies.

Compensation and expenses.

Members shall receive no salary for serving on the board but may be reimbursed for transportation and actual expenses up to but not exceeding State transportation reimbursements and allowable expenses for attendance at conferences, workshops, training sessions, etc.

EFFECTIVE DATE: This ordinance shall be read at the City Council meetings of May 13, 2019 and June 10, 2019, and, if adopted, shall become effective thirty (30) days after second reading and final adoption.

ADOPTED BY THE TOWN COUNCIL OF THE CITY OF THOMPSON FALLS AS FOLLOWS:

First reading: 5 ayes 0 nays ____ abstentions

Second reading: 5 ayes 0 nays ____ abstentions

Effective Date: 6-10-19

Jerry Lacy
Jerry Lacy, Mayor

Attest: Chelsea Peterson
Chelsea Peterson, Clerk/Treasurer

