

HARDIN COUNTY ZONING COMMISSION

Administrative Rules

In compliance with the Code of Iowa, the following rules are hereby adopted by the Hardin County Zoning Commission to facilitate the performance of its duties.

SECTION 1.0 OFFICERS

1.1 Selection. At the first regular meeting held each year, the Zoning Commission shall select a Chairman, Vice-Chairman and Secretary. All officers are eligible for reelection.

1.2 Tenure. The Chairman, Vice-Chairman, and Secretary shall take office immediately following their selection and shall hold office until the first regular meeting of the following calendar year and new officers are elected.

1.3 Duties.

- a) The Chairman shall preside at all meetings, appoint committees, and perform such other duties as may be ordered by the Zoning Commission.
- b) The Vice-Chairman shall act in the capacity of Chairman in his absence and in the event the office of the Chairman becomes vacant, the Vice-Chairman shall succeed to this office for the unexpired term and the Zoning Commission shall select a successor to the office of Vice-Chairman for the unexpired term.
- c) The Secretary shall execute documents in the name of the Zoning Commission, perform the duties hereinafter listed, and shall perform such other duties as the Zoning Commission may determine.
 1. Minutes. The Secretary shall be responsible for the minutes of each meeting and shall have them kept in suitable volumes. The minutes may be kept and recorded by the Administrative Secretary or other administrative personnel with their accuracy attested to by the Secretary.
 2. The Secretary shall be responsible for the preparation of an agenda for each meeting

according to Section 3.6 of these rules. The agenda may be prepared by the Administrative Officer and approved by the Secretary prior to its publication.

SECTION 2.0 CORRESPONDENCE

2.1 All communications, petitions and reports shall be addressed and delivered or mailed to the Office of the Administrative Officer.

SECTION 3.0 MEETINGS

3.1 Regular Meetings. Regular meetings of the Zoning Commission will normally be held on the first Monday of the month at 7:30 p.m. in April, May, June, July, August, September, October and November and at 1:30 p.m. in December, January, February and March. When the regular meeting day falls on a legal holiday or other conflicts arise, the Zoning Commission shall select a suitable alternate day. If no business is to be brought forth, a meeting may be cancelled.

3.2 Special Meetings. Special meetings may be called at the request of the Chairman or of any three members of the Zoning Commission. Notice of Special Meetings shall be given to the members of the Zoning Commission at least twenty-four hours prior to such meeting and shall state time and place of the meeting including the tentative agenda.

3.3 Public. All official regular and special meetings and hearings shall be open to the public and publicized according to the requirements of the Code of Iowa. All records and accounts shall be open to the public.

3.4 Quorum. A majority of the total number of members shall constitute a quorum for the transaction of business and the taking of official action for all matters. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting at which a quorum is present.

3.5 Committees. The Zoning Commission's Chairman shall appoint from its membership, persons to serve on committees to deal with specific matters which come before it.

3.6 Order of Business. A tentative agenda for each meeting shall be as follows:

- a) Roll call

- b) Waiver or public hearing, if necessary. This shall require a unanimous vote of the members present, and shall conform to existing laws of the Code of Iowa.
- c) Approval of minutes
 - 1. Minutes of previous meeting shall be approved.
 - 2. The minutes shall indicate all parties present for the meeting.
 - 3. The minutes shall reflect discussion and action on each item brought before it.
 - 4. Three affirmative votes are necessary to approve any action of the Board.
- d) Unfinished business
- e) New business (include details of description, etc.)
- f) Correspondence, communications and other matters
- g) Adjournment

3.7 **Motions.** Motions shall be restated by the Chair before a vote is taken. The name of the maker and supporter of a motion shall be recorded.

3.8 **Voting.** Voting shall be by voice and shall be recorded by yeas and nays. Roll call votes will be recorded on all action taken by this Commission.

3.9 **Commission Action.** Action by the Zoning Commission on any matter which a hearing is held shall not be taken until the hearing has been completed.

3.10 **Parliamentary Procedure.** Parliamentary procedure in the Zoning Commission meetings shall be governed by Roberts Rules of Order.

SECTION 4.0 MATTERS TO BE CONSIDERED BY THE ZONING COMMISSION

4.1 The following matters shall be presented for consideration at a meeting of the Zoning Commission:

- a) Petitions and staff proposals for changes in

the Zoning Ordinance.

- b) All preliminary plans and reports for the physical development of the county, including: the general location, character and extent of parks and open spaces; the general location of public buildings and other public property; the general location and extent of public utilities and terminals.
- c) The removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any public grounds, open spaces, buildings or properties.
- d) The general character, extent and layout of the replanning and redevelopment of blighted districts and slum areas.
- e) Land subdivision plats.
- f) All planning reports and plans before publication.
- g) Such other matters as the staff or Board of Supervisors shall find it advisable or essential to receive consideration by the Zoning Commission.

SECTION 5.0 PROCEDURE FOR CONSIDERATION OF AMENDMENTS TO THE ZONING ORDINANCE (REZONING REQUESTS)

5.1 Any request for an amendment to the Zoning Ordinance shall be filed with the Secretary in accordance with Section XX of the Hardin County Zoning Ordinance.

5.2 At the Zoning Commission meeting wherein the request is presented as an item of new business, the Zoning Commission shall hear the general presentation of the request and any other information regarding the request as is deemed appropriate. After such presentation is made, the Zoning Commission shall refer the request to the Land Use Committee for review and a report to be presented at the Commission's next regular meeting. Action will be taken on the request at the second meeting, unless circumstances require further study. Waiver of the above referral and review shall be made only by unanimous vote of the members present.

SECTION 6.0 SUBDIVISIONS AND PLATS

6.1 Land Subdivision and Plats. All requests for subdivision of land and review of plats shall be done in

accordance with the "Subdivision and Platting Ordinance of Hardin County, Iowa". The same referral and review procedure, as outlined in Section 5.2, shall be followed, with the exception that referral be made to the Platting Committee.

SECTION 7.0 FORMS, FEES, COSTS AND EXPENSES

7.1 Forms. Forms provided by the Administrative Officer shall be used to file for building permits and zoning changes.

7.2 Fees and Costs. All fees and costs shall be paid to the Zoning Administrator at the time an application or petition is filed with said administrator. The following fees shall apply:

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| Application for a building or occupancy permit | - \$25.00 |
| Request for rezoning | - \$50.00 |

Note: Fees are not refundable.

7.3 Expenses. Commission members may receive payment for actual expenses and mileage incurred. Mileage shall be paid at the rate allowed by State Law. Expenses and mileage claims will be turned in to the Administrative Officer annually at the regular meeting in May. Payments will be made in June of each year.

SECTION 8.0 AMENDMENTS

8.1 These rules may be amended at any regular or special meeting by a majority vote of the entire Zoning Commission.

Amended June 1, 1987