

# SECTION 10

## PLANNING AND ZONING COMMISSION

### 10.01 CREATION AND MEMBERSHIP

There is hereby created a Planning and Zoning Commission, (also referred to herein as the P&Z or Commission), composed of five residents of the City of Tiffin, who are qualified by knowledge and experience to act in matters pertaining to the development of the city planning and zoning, none of whom may hold any elective positions in the town. The members are appointed by the City Council. The term of office of members is five years. The terms of not more than one-third of the members will expire in any one year. Any vacancy occurring on the Commission must be filled by the City Council for the unexpired term. All members of such Commission serve with compensation as provided by approval of the City Council, including expenses as authorized by the City Council.

### 10.02 MEETINGS AND PROCEEDINGS

The Planning and Zoning Commission must adopt rules necessary to conduct its affairs. Meetings will be held at the call of the chairperson and at other times as the Commission may determine.

### 10.03 POWERS & DUTIES

The Commission has all powers conferred upon it by Iowa Code Chapter 414, and powers necessary to meet the requirements of its duties as set forth in Chapter 414 and elsewhere in this Ordinance. The duties of the Commission include, but are not limited to, the review and issuance of a final report of recommendation to the Council of the following applications received by the City: 1) proposed requests for rezoning of land that is otherwise classified by the Official Zoning Map; 2) zoning classification of territory proposed for annexation; 3) applications for preliminary plats and final plats; 4) requests for changes to the Comprehensive Land Use Plan; and 5) requests for amendments, supplements, changes or modifications to this Ordinance. Other duties may also include preparation of preliminary reports and, if necessary, holding public hearings, before the Commission makes its final report to the City Council. All applications for rezoning or for preliminary plat approval must be reviewed and a final report given to the City Council by the Commission with due diligence, but in no case later than 60 days after the complete filing of the application or request which will only be accepted with full payment of all required fees.

### 10.04 FEES

Fees will be set by resolution of the Tiffin City Council and must be paid to the City Clerk *at the time of filing the official application or request*. The fee does not apply to any pre-application meetings with the Commission.