

## Chapter 400

### PLANNING AND PLANNING COMMISSION

#### ARTICLE I

#### Planning Commission

**Section 400.010. Composition — Terms — Vacancy — Removal.** [R.O. 2013 §400.010]

There is hereby established within and for the City a Planning Commission which shall consist of not more than fifteen (15) nor less than seven (7) members, including the Mayor, if the Mayor chooses to be a member; a member of the Board of Aldermen selected by the Board, if the Board chooses to have a member serve on the Commission; and not more than fifteen (15) nor less than five (5) citizens appointed by the Mayor and approved by the Board of Aldermen. The term of each of the citizen members shall be for four (4) years, except that the terms of the citizen members first (1st) appointed shall be for varying periods so that succeeding terms will be staggered. Any vacancy in a membership shall be filled for the unexpired term by appointment as aforesaid. The Board of Aldermen may remove any citizen member for cause stated in writing and after public hearing.

**Section 400.020. Compensation.** [R.O. 2013 §400.020]

All citizen members of the Planning Commission shall serve without compensation.

**Section 400.030. Officers.** [R.O. 2013 §400.030]

The Planning Commission shall elect a Chairman and a Secretary from among the citizen members. The term of Chairman and Secretary shall be for one (1) year with eligibility for re-election.

**Section 400.040. Meetings — Rules — Records — Employees.** [R.O. 2013 §400.040; CC 1991 §410.020; CC §40.020]

The Planning and Zoning Commission shall hold regular meetings and special meetings as they provide by rule and shall adopt rules for the transaction of business and keep a record of its proceedings. These records shall be public records. The Commission shall appoint the employees and staff necessary for its work and may contract with City planners and other professional persons for the services that it requires.

**Section 400.050. Expenditures.** [R.O. 2013 §400.050]

The expenditures of the Planning Commission, exclusive of grants and gifts, shall be within amounts appropriated for the purposes of the Board of Aldermen.

**Section 400.060. Duty of Public Officials to Furnish.** [R.O. 2013 §400.060]

All public officials shall upon request furnish to the Planning Commission, within a reasonable time, all available information it requires for its works.

**Section 400.070. General Powers.** [R.O. 2013 §400.070]

In general, the Planning Commission shall have the power necessary to enable it to perform its functions and promote City planning. The Planning Commission shall have the power to perform all of the functions of the Zoning Commission provided for in Chapter 89, RSMo., and shall have and perform all of the functions of a Planning Board as outlined in such Chapter.

**Section 400.080. Reports.** [R.O. 2013 §400.080; CC 1991 §410.030; CC §40.030]

The Planning Commission shall make an annual report to the Board of Aldermen covering their investigations, transactions, recommendations and such other and further reports relative thereto as it may deem proper or as required by the Board of Aldermen.

ARTICLE II  
**Planning**

**Section 400.090. Purpose, Powers and Duties.** [R.O. 2013 §400.090; CC 1991 §410.040; CC §40.040]

- A. The Commission shall make and adopt a City Plan for the physical development of the City and in the preparation of the plan, the Commission shall make careful and comprehensive surveys and studies of the existing conditions and its probable future growth, including recommendations relative to the location, length, width and arrangement of the streets, alleys, bridges, viaducts, parks, parkways, playgrounds, recreation areas, boulevards or other public grounds or improvements, the platting of public property into lots, plots, streets or alleys, the grouping of public buildings, the design and placing of memorials, works of art, street lighting standards, telegraph, telephone and electric poles, street name signs, billboards or projecting signs and other things pertaining to the welfare, housing appearance or beauty of the City or any portion thereof.
- B. Make recommendations in connection with the execution and detailed interpretation of the City Plan and make such changes and adjustments in the plan as may be deemed desirable from time to time.
- C. Prepare and recommend to the Board of Aldermen rules controlling the subdivision of land.
- D. Make recommendations regarding the approval or disapproval of plats for land subdivision. Such plats shall be referred to the Planning Commission before the Board of Aldermen takes any action. Failure of the City Planning Commission to act within sixty (60) days shall be deemed an approval.
- E. Recommend from time to time legislation which may be desirable to further the purposes of City planning.
- F. Assume any other powers or duties as are provided by the ordinances of the City or as are provided by Statutes of the State of Missouri relative to planning in this municipality.

**Section 400.100. Adoption of Plan — Procedure.** [R.O. 2013 §400.100; CC 1991 §410.050; CC §40.050]

The Commission may adopt the plan as a whole by a single resolution or, as the work progresses, may from time to time adopt a part or parts thereof, any part to correspond generally with one (1) or more of the functional subdivisions of the subject matter of the plan. Before the adoption, amendment or extension of the plan or portion thereof, the Commission shall hold at least one (1) public hearing thereon. Fifteen (15) days' notice of the time and place of such hearing shall be published in at least one (1) newspaper having general circulation within the City of Tarkio. The adoption of the plan requires a majority vote of the full membership of the Planning Commission. The resolution shall refer expressly to the maps, descriptive matter and other matters intended by the Commission to form the whole or part of the plan, and the action taken shall be recorded on the adopted plan or part thereof by the identifying signature of the Secretary of the Commission and filed in the office of the Commission, identified properly by file number; and a copy of the plan or part thereof shall be certified to the Board of Aldermen and the City Clerk; and a copy shall be recorded in the office of the County Recorder of Deeds.