



BOISE COUNTY

RESOLUTION #2019-02

A BOISE COUNTY RESOLUTION REPEALING RESOLUTION 2017-22, ESTABLISHING REVISED BY-LAWS FOR THE PLANNING AND ZONING COMMISSION, IN ACCORDANCE WITH THE BOISE COUNTY UNIFIED LAND ORDINANCE

WHEREAS, the Boise County Unified Land Use Ordinance requires By-Laws be established for the Planning and Zoning Commission and adopted by the Board of County Commissioners; and,

WHEREAS, the Planning and Zoning Commission has conferred with legal counsel on proposed By-Laws; and,

WHEREAS, the Planning and Zoning Commission presented to the Board of Boise County Commissioners, the Planning and Zoning Commission's approved By-Laws.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Boise County Commissioners do hereby approve the By-Laws for the Boise County Planning and Zoning Commission, attached as Exhibit A to this resolution.

APPROVED and ADOPTED in Open Session on this 2nd day of October, 2018.

BOISE COUNTY BOARD OF COMMISSIONERS

Handwritten signature of Alan D. Ward in black ink.

Alan D. Ward, Chairman

Handwritten signature of Roger B. Jackson in black ink.

Roger B. Jackson, Commissioner

Handwritten signature of Laura L. Baker in black ink.

Laura L. Baker, Commissioner

Attest:

Handwritten signature of Mary T. Prisco in black ink.

Mary T. Prisco, Clerk to the Board

**BYLAWS OF THE BOISE COUNTY PLANNING AND ZONING COMMISSION
(ULO #2016-01, Section 2.2)**

ARTICLE I

OFFICERS: The general officers of the Boise County Planning and Zoning Commission shall be Chairperson and Vice-Chairperson, who shall hold office for one year or until their successors are elected. Officers may hold successive terms.

Section 1: Annually, at the first regular meeting of the calendar year, the Boise County Planning and Zoning Commission shall elect a Chairperson and Vice-Chairperson, who will take office immediately after being elected. Vacancies in these offices occurring during the course of the year will be filled by election at the next regular meeting. The elected should have at least one (1) year of their term remaining.

Section 2: The Boise County Planning and Zoning Administrator, or individual appointed by the Zoning Administrator shall serve as the secretary of the Commission.

Section 3: The Chairperson shall conduct all meetings and to assure civility and decorum. The Chairperson shall have general supervision of the affairs of the Boise County Planning and Zoning Commission. The Chairperson shall make such appointments as may be required, subject to approval of the Commission membership. The principal duties of the Chairperson, are as outlined;

- A) To preside at all meetings of the Commission.
- B) To call special meetings of the Commission in accordance with the Bylaws.
- C) To sign documents of the Commission.
- D) To see that all actions of the Commission are properly taken.

Section 4: During the absence, disability or disqualifications of the Chairperson, the Vice-Chairperson shall assume all duties and responsibilities of the Chairperson.

Section 5: It is the responsibility of the County Clerk to be custodian of all public records, ordinances, resolutions and such other papers and documents as may be delivered into his/her custody. All records of the Planning and Zoning Commission are subject to the Public Records Act, Title 74, Chapter 1, Idaho Code.

Section: 6: The Planning and Zoning Administrator, or individual assigned by the Planning and Zoning Administrator, shall give notice of all meetings and public hearings in accordance with the Idaho Open Meeting Law in Title 74, Chapter 2, Idaho Code. It shall also be the duty of the Planning and Zoning Administrator to provide the Commission with all essential documentation regarding items under their review.