

**DONALD MUNICIPAL CODE**  
**Section 150.03 PLANNING COMMISSION**

(A) *Composition.* There is a City Planning Commission for the City of Donald. The Commission consists of seven members appointed and serving at the pleasure of the Donald City Council. The chairperson and vice-chair shall be elected by the members of the Planning Commission at the first meeting of the calendar year. Their term shall start upon election and shall continue for a one-year term and until such time as their successors are elected. If the office of the chairperson becomes vacant, the vice-chair shall succeed as chairperson for the remainder of the year, the membership shall elect a successor vice-chairperson to serve the unexpired term of the vice-chair.

(B) *Qualification of members.* No fewer than five members of the Planning Commission shall be residents of the City of Donald. In order to serve on the Planning Commission, non-residents must own property within the urban growth boundary or operate a business within the city limits. Commissioners shall be of legal voting age. No more than one Commissioner may engage principally in the buying, selling, or developing of real estate for profit as individuals, or be members of any partnership, or be officers or employees of any corporation, that engages principally in the buying, selling, or developing of real estate for profit as individuals, or be members of any partnership, or be officers or employees of any corporation, that engages principally in the buying, selling, or developing of real estate for profit. No more than two members shall be engaged in the same kind of occupation, business, trade or profession.

(C) *Term of members.* Members of the Planning Commission shall hold office for a term of three years. Those members in office on the effective date of this section shall remain in office for the remainder of their terms. After each three-year term members of the Planning Commission may reapply to serve one or more additional terms on the Planning Commission. Vacancies occurring during a member term shall be filled by the City Council for the unexpired portion of that term. When a vacancy occurs, the city shall give public notice of the vacancy inviting letter of interest from qualified candidates.

(D) *Quorum.* Four members of the Planning Commission shall constitute a quorum. No action shall be taken in the absence of the quorum except to adjourn the meeting and continue public hearings which are suspended by reason of the absence of a quorum. For the purpose of forming a quorum, Commissioners who have recused themselves or who are disqualified from participation in any matter, shall be counted as present despite their inability to vote. A majority vote of the Commission members present shall be sufficient for taking any action authorized by the Planning Commission.

(E) *Rules of procedure.* The Planning Commission shall meet at the request of the city and in conformity with state and local laws as required to render land use decisions, and additionally may meet from time to time to decide Commission business. Except for the provisions of division (D) above, the Planning Commission is authorized to adopt rules of procedure for the conduct of its meetings and hearings, provided such rules do not conflict with state law, city charter and ordinances and the Comprehensive Plan. A copy of such rules shall be filed with the City Recorder and be made available for inspection to those appearing before the Planning Commission prior to a scheduled meeting.

(F) *Right of parties to present evidence at hearings.* At public hearings before the Planning Commission, all interested persons and organizations shall be allowed an opportunity to be heard and to present and rebut evidence consistent with the requirements of state and local law. The Planning Commission may set consistent, reasonable, time limits for oral presentations. Parties are encouraged to submit evidence in writing at or prior to Planning Commission hearings.  
(Ord. 151-2013, passed 5-14-2013)