

TOWN OF DAUPHIN ISLAND PLANNING COMMISSION BY-LAWS

Article I - Objectives

The objectives of the Planning Commission are to assist the Mayor and Council in the preparation, maintenance and implementation of plans, regulations and ordinances for the orderly development of the Town.

Article II - Members

The Planning Commission shall consist of nine members as-follows: The Mayor; one of the Administrative Officials of the Town selected by the Mayor; a member of the Council selected by the Council; and six citizens appointed by the Mayor. All members of the Planning Commission shall be full-time residents of Dauphin Island.

Article III - Terms of Office

The terms of office of the Planning Commission members shall be as follows: The Mayor and the Administrative Official selected by the Mayor shall have terms of office on the Planning Commission corresponding to the Mayor's current elected term of office. The Council Member shall have a term of office corresponding to his/her current elected term of office on the Council. The six citizens appointed by the Mayor shall serve as follows:

Hon.	Mayor ex-officio	during tenure as Mayor
Hon.	Councilman ex-officio	during tenure as Councilman
Hon.	Administrative ex-officio	during tenure of
Mayor Hon.	Appointed by Mayor	6 year term
Hon.	Appointed by Mayor	5 year term Hon.
Appointed by Mayor	4 year term Hon.	Appointed
by Mayor	3 year term Hon.	Appointed by Mayor
2 year term Hon.	Appointed by Mayor	1 year
term		

The Mayor shall appoint each year one new member with the term of six years.

Article IV - Vacancies

A. Any vacancy among the Commission membership caused by death, resignation or removal for cause shall be filled for the unexpired term by appointment by the Mayor except for the Council Member whose unexpired term shall be filled by selection by the Council from among its remaining members.

B. Any Commission member who is absent for four consecutive Planning Commission Meetings (except for excused absences) shall be replaced and the vacancy shall be filled for the unexpired term by appointment by the Mayor.

Article V - Compensation

All members of the Planning Commission serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties. The Mayor, Administrative Official and Council Member receive no extra compensation for their work on the Planning Commission over and above the regular salaries of their respective municipal offices.

Article VI - Officer

The Planning Commission shall elect a Chairman and a Vice-Chairman from among the six members appointed by the Mayor. The terms of office of these two elected officers shall be one year with eligibility for reelection.

The Chairman shall preside at all meetings of the Planning Commission; call special meetings as required in accordance with the By-Laws; sign documents of the Planning Commission; and see that all actions of the Planning Commission are properly taken. He shall also, after consultation with the Mayor, appoint a Secretary for the Planning Commission. If the Chairman and Vice-Chairman are not able to preside at any meeting of the Planning Commission and a quorum is present, an Acting Chairman to serve only at that meeting shall be elected by a majority of the quorum present.

The Vice-Chairman shall, during the absence, disability or disqualification of the Chairman, exercise and perform all the powers and duties and be subject to all the responsibilities of the Chairman. The Vice-Chairman shall succeed the Chairman if the Chairman vacates his office before his term is completed. In that event, a new Vice-Chairman shall be elected by the Planning Commission members at the next regular meeting of the Planning Commission.

The Secretary shall see that the minutes of all meetings of the Planning Commission are recorded and kept in an appropriate minute book; give or serve all notices required by law or these By-Laws; prepare an agenda for all meetings; inform the Planning Commission members of any correspondence relating to the business of the Commission and see that such correspondence and all actions of the Planning Commission are dealt with as directed by the Commission.

#### Article VII - Meetings

The regular meeting of the Planning Commission shall be the second Tuesday of each month at 7:00 P. M. at the Dauphin Island Town Hall, or as otherwise determined by a majority vote of the Commission. However, in the event no business has been submitted in advance as required by law for transaction by the Commission the Chairman may dispense with the regular meeting and have the Secretary notify the members to that effect. Special meetings may be called by the Chairman at any time upon the giving of a forty-eight hour notice to each member. All meetings of the Planning Commission are open to the general public. The regular meeting in October of each year shall be the annual meeting at which the election of officers shall take place.

#### Article VIII - Quorum

A quorum for the official transaction of business by the Planning Commission shall consist of five members.' Except as specifically otherwise provided by law, a majority vote of the members present

shall suffice to take official action on matters presented to the Commission. Each member of the Planning Commission shall have one vote.

Article IX - Powers and Duties

The Planning Commission shall have authority to see to the preparation of a comprehensive plan for the development of the Town and for the preparation of the necessary ordinances and subdivision regulations to implement the plan. It shall review and make recommendations from time to time to the Mayor and Council for the adoption of the plan as a whole or any parts, revisions or amendments of the plan or its implementing regulations.

The Planning Commission shall have authority to review all applications for zoning or rezoning and to recommend approval or disapproval of these applications to the Mayor and Council who alone have statutory powers to zone. The Planning Commission may, at its discretion, hold public hearings on zoning matters presented to it for review and recommendation.

The Planning Commission shall review and take action on all plans for shopping centers, mobile home parks, planned unit developments and other such proposals as may affect the orderly development of the Town; provided that, where such plans or proposals involve any departure from the existing zoning Ordinance, the Planning Commission recommendations shall be forwarded to the appropriate authority. The Planning Commission shall have authority to take decisive action on all subdivision plats presented to it.

Article X - Order of Business

The order of business at Planning Commission meetings, unless otherwise altered at the discretion of the Chairman, shall generally be as follows:

- A. Call to order
- B. Roll Call
- C. Approval of minutes of previous meeting
- D. Communications, reports and announcements
- E. Old business
- F. Consideration of applications and requests
- G. New business
- H. Adjournment

During the consideration of subdivision applications that involve a Public Hearing, the following procedure shall normally be observed; however, it may be rearranged at the discretion of the Chairman for the expeditious conduct of business.

- A. The applicant will be asked to present his proposal. B. The Planning Commission members may ask questions concerning the presentation.
- C. The Planning Commission consultant and advisory staff will be asked to present their findings and recommendations.
- D. Statements or questions will be accepted from adjacent property owners.
- E. Statements or questions will be accepted from the general public.
- F. The Planning Commission members may ask any final questions they may have of the applicant, consultant, staff or public. Public participation is then closed.
- G. The Planning Commission members then deliberate and vote on the issue at hand.

Roberts Rules of Order shall generally govern the conduct of business by the Planning Commission.

#### Article XI - Amendment

These By-Laws may be amended at any regular or special meeting of the Planning Commission by a concurring vote of a majority of the full commission membership; provided that five days advance notice of any proposed change shall be given to all the members.

#### Article XII - Adoption

These By-Laws were reviewed, approved and officially adopted by the Dauphin Island Planning Commission. All previous Rules and By-Laws of the Commission are hereby superseded. k