



**TOWN OF PRESCOTT VALLEY
PLANNING AND ZONING COMMISSION
BYLAWS**

ARTICLE I. Name

- A. The name of this organization shall be the PLANNING AND ZONING COMMISSION of the Town of Prescott Valley, Arizona (hereinafter called "Commission").

ARTICLE II. Purpose

- A. The Commission shall serve as the "Planning Commission" provided for in Arizona Revised Statutes Title 9, Chapter 4, Articles 6 and 6.1, and shall act in accordance with the provisions of the Arizona Revised Statutes Prescott Valley Town Code, Chapter 13 "Zoning", and any applicable Town Council Resolutions and directives, for the purpose of taking action and making recommendations on all matters which properly come within the purview of the Commission.

ARTICLE III. Membership

- A. Commission Members shall be appointed by the Prescott Valley Mayor and Town Council.
- B. The Commission shall consist of seven (7) members.
- C. Members shall serve for three (3) year terms.

ARTICLE IV. Vacancies

- A. Commission Members may resign for any reason. It is requested that at least thirty (30) days written notice be given.
- B. A quorum of Members may, by majority vote, recommend to the Town Council that a Member be removed in the event of excessive absences or misconduct, as more particularly set forth in Prescott Valley Town Code Section 13-28-020(c).

ARTICLE V. Officers

- A. The Commission shall elect from its Members a Chairperson and Vice-Chairperson. ***“Town Code 13-28-020(B) The Commission shall elect its own Chairman and Vice-chairman from its membership, each of whom shall serve for a period of one (1) year from date of election. Upon the expiration of the term of office of the Chairman, or in any event where the office shall become vacant, the Vice-Chairman shall automatically become Chairman and an election shall be held for the office of Vice-Chairman.”***

- B. A Secretary shall be appointed by the Development Services Director.

ARTICLE VI. Duties of Officers

- A. The Chairperson shall:
 - 1. Preside at all meetings.
 - 2. Coordinate the agenda with the Development Services Director.
 - 3. Coordinate with the Development Services Director to provide current information to the Commission on Planning and Zoning regulations, and Town Council actions and policies.
- B. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.
- C. The Secretary shall keep a record of the proceedings of all meetings, send out required notices for all meetings, compile agendas, keep records, files and indexes, perform the clerical work of the Commission, and perform any other duties assigned by the Development Services Director.

ARTICLE VII. Legal Counsel

- A. The attorneys in the office of the Prescott Valley Town Attorney shall serve as legal counsel for the Commission except when consideration of conflict-of-interest or due process require that special Counsel be appointed by the Town Council.

ARTICLE VIII. Meetings

- A. All meetings and hearings of the Commission shall be subject to the Arizona Open Meeting Law. Parliamentary authority shall be Robert's Rules of Order (Revised).
- B. Study Sessions will be held one hour prior to each regularly scheduled meeting unless a different date and time is adopted by majority vote of a quorum of the Commission.
- C. Regular Meetings will be held on the second (2nd) Monday of every month at 5:30 p.m. unless a different date and time is adopted by majority vote of a quorum of the Commission.
- D. In accordance with Town Code Section 13-28-040, Special meetings may be called by the Chairperson or by three (3) Members. When such meetings are called by three (3) Members, the call shall be in writing signed by the three (3) Members delivered to each Member (including the Chairperson) at least seventy-two (72) hours prior to the time set for the meeting. Action votes on public hearing items may not be taken in Special meetings.
- E. A quorum shall be four (4) Members, with a majority of the quorum being required for

passage of any matter.

- F. Unless otherwise voted by a quorum of the Members, the meeting Agenda format shall be as follows:
1. Call to order.
 2. Recording of members present/absent and staff in attendance.
 3. Public hearings
 4. Regular Meeting only - action vote on public hearings.
 5. Subdivision plat reviews and recommendations.
 6. Other agenda items.
 7. Recent communications (announcements, calendar).
 8. Executive Sessions
 9. Adjournment.

ARTICLE IX. Field Inspections

- A. The Development Services Department shall provide staff accompaniment for Commission members who wish to conduct field inspections to personally examine properties which will be considered by the Commission.
- B. Field inspections by a quorum of Members shall comply with the Arizona Open Meeting Law.

ARTICLE X. Amendments

- A. Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the Commission following a fourteen (14) day written notice of proposed changes.
- B. All amendments shall be submitted to the Town Council for final approval.
- C. Any portion of these Bylaws which come into conflict with applicable state law or Town Code shall be null and void or shall automatically be conformed to state law or Town Code.

PASSED, APPROVED and ADOPTED by the Planning and Zoning Commission of the Town of Prescott Valley this 14th day of August, 2023.