

B. Zoning Commission. The Zoning Commission of Monroe County shall consist of seven (7) members, the majority of whom shall reside in the unincorporated areas of the County. The Zoning Administrator, or other designee, shall serve as staff to the Zoning Commission.

1. **Zoning Commission Powers, Duties and Responsibilities.**

The Zoning Commission's powers and responsibilities include, but are not limited to:

- a. Review and recommend action on all requests for amendments to the Master Plan and Future Land Use Map;
- b. Review and recommend action on area plans;
- c. Review and recommend action on all requests for amendments to the zoning map;
- d. Review and recommend action on all requests for amendments to the text of the Code;
- e. Review and recommend action on all requests for subdivisions and amendments to the County Thoroughfare Plan;
- f. Review and recommend action on requests for rezoning to planned developments;
- g. Decide on all requests for approval of planned development plans;
- h. Recommend to the Board of Supervisors, from time to time, amendments, supplements, changes or modifications to the Code or Zoning Map; and
- i. Perform other duties assigned by state law and or the Board of Supervisors.

2. **Membership of the Zoning Commission.** The members of the Zoning Commission shall be appointed by the Board of Supervisors.

- a. **Terms of Office.** The members shall be appointed for three (3) year terms which terms shall be staggered and terms shall be arranged so that no more than (3) three terms will expire each year.
- b. **Vacancies.** New members shall be appointed by the Board of Supervisors. Also, all vacancies shall be appointed by the Board of Supervisors for the unexpired term of any member whose term becomes vacant.
- c. **Removal from the Zoning Commission.** The Monroe County Board of Supervisors shall have the power to remove any member of the Zoning Commission for cause, upon written charges and after a public hearing. Members of the Zoning Commission may be removed by the Board of Supervisors for inefficiency, neglect of duty or malfeasance in office.
- d. **Reimbursement.** All members of the Zoning Commission shall serve without

compensation except for such amounts determined appropriate by the Board of Supervisors to offset expenses incurred in the performance of their duties.

3. **Zoning Commission Procedures.**

- a. **Rules of Procedure.** The Zoning Commission shall adopt rules of procedure consistent with the provisions of this Code, which rules shall not be in conflict with the Code of Iowa.
- b. **Chairperson Administers Oath.** The chairperson, or in the absence of the chairperson, the acting chairperson, or Zoning Administrator shall administer oaths and compel attendance of witnesses.
- c. **Notice of Meetings.** Publication of the notice of public hearing and notification of affected property owners shall be done in conformance with Chapter 2.1 of this Code. The agenda for the meeting shall be posted in the County Offices three (3) days prior to the scheduled meeting or as prescribed by the Code of Iowa.
- d. **Conduct of Meetings.**
 - (1) All public meetings of the Zoning Commission shall be open to the public, except in instances deemed necessary to go into closed session as set forth in the Code of Iowa.
 - (2) The Zoning Commission may meet once a month and more often if necessary, for the transaction of business.
- e. **Minutes.**
 - (1) The Zoning Commission shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions. The completed minutes shall be filed in the office of the Zoning Administrator and shall be public record.
 - (2) The minutes shall include a written finding of fact based on testimony and evidence specifying the reason the Zoning Commission granted or denied the request or application.
- f. **Conflict of Interest.** A member of the Zoning Commission shall inform the Zoning Commission before the commencement of the public hearing, of any conflict of interest in the proposed action being reviewed by the Zoning Commission. The Zoning Commissioner shall not participate in any discussion or voting on any action for which the Zoning Commissioner or Zoning Commissioner's family has an interest.
- g. **Vote and Quorum.** The affirmative vote

of four (4) of the seven (7) member Zoning Commission shall be required before the Zoning Commission shall approve a development request or make a recommendation to the Board of Supervisors.

- h. Invalidity of a Vote. A recommendation to the Board of Supervisors or approval of a development request shall be voided if a Zoning Commission member votes on a recommendation in which the member has a conflict of interest. The member's vote and the recommendation shall be voided