

### 2.2.3. PLANNING COMMISSION

The Planning Commission is established to advise the Mayor and Council, PDS, and HCDD on the adoption of long-range plans, policies, specific plans, and standards that affect land use and development. The Planning Commission serves in the capacity of a planning commission as provided in the Arizona Revised Statutes.

#### A. Composition

The Planning Commission consists of 13 members as provided below.

##### 1. Appointment

Each member of the City Council appoints two members, both of whom must be residents of the City and at least one of whom must be a resident of the Council member's ward. The Mayor appoints one member who must be a resident of the City. Should an appointment not be made within 30 days of when the position becomes available, the appointment can be made by a majority vote of the Mayor and Council. All members of the Commission serve without compensation.

##### 2. Qualifications

Members of the Planning Commission are appointed on the basis of their interest in City City and its future development, particularly as demonstrated by active participation in community affairs directly related to planning issues. No member shall hold any City, county, or state elective office or be a permanent employee of the City while appointed to the Commission.

##### 3. Terms and Removal from Office

The term of appointment and the removal of a member of the Planning Commission shall be in accordance with Tucson Code, Chapter 10A, Article XIII.

##### 4. Vacancies

All vacant positions on the Planning Commission shall be filled by appointment as described in Section 2.2.3.A.1. An appointment to fill an unexpired term shall be for the unexpired portion of the term.

#### B. Administrative Functions

The Planning Commission's administrative functions shall be accomplished as follows.

##### 1. Election of Officers

The Planning Commission shall elect a Chair and Vice Chair from among its members. The terms of the Chair and Vice Chair are one year which shall commence in February of each year.

##### 2. Meetings

The Planning Commission shall hold at least one meeting per month, except when there are no agenda items that require action, but may hold as many meetings as necessary to conduct its business in a timely manner. All meetings shall be open to the public, with the exception of executive sessions.

##### 3. Quorum and Voting

Seven members of the Planning Commission present at a meeting constitute a quorum. A concurring vote of seven members is necessary to make a recommendation to the Mayor and Council. A simple majority of those members present is required to approve or deny any other matter before the Planning Commission. If a concurring vote cannot be attained within the specified time allotted by the procedure on matters requiring Mayor and Council decision, the matter shall be forwarded to the Mayor and Council without recommendation.

##### 4. Records

The PDS shall keep public records of the Planning Commission's public hearings, findings, and recommendations.

##### 5. Rules of Procedure

The Planning Commission shall adopt rules of procedure necessary to carry out its functions. Copies of such rules shall be available to the public through the PDS.

##### 6. Subcommittees

The Planning Commission may create such special subcommittees as it deems necessary or desirable in accordance with Chapter 10A of the Tucson Code. The members of such subcommittees shall be selected from among the members of the Planning Commission and may include other persons qualified to contribute to the work of the special subcommittee.

#### C. Powers and Duties

The Planning Commission shall perform the following duties.

##### 1. General Plan

The Planning Commission conducts public hearings and makes recommendations to the Mayor and Council

on the adoption of, and amendments to, the General Plan in accordance with Section 3.6, *Land Use Plan Adoption and Amendment Procedure*.

**2. Specific Plans**

The Planning Commission conducts public hearings and makes recommendations to the Mayor and Council on adoption of, and amendment to, specific plans, including but not limited to area and neighborhood plans, and on regulations for the implementation of the General Plan in accordance with Section 3.6, *Land Use Plan Adoption and Amendment Procedure*.

**3. Unified Development Code (UDC)**

The Planning Commission conducts public hearings and makes recommendations to the Mayor and Council on adoption of, and amendments to, the text of the UDC in accordance with Section 3.7, *UDC Text Amendment Procedure*.

**4. Other Matters**

The Planning Commission shall review such other issues as might be required by the Mayor and Council, and upon agreement by seven of its members. The Planning Commission may consider any other matter that pertains or is reasonably related to its duties.