

BY-LAWS OF  
THE CITY PLAN COMISSION OF UNIVERSITY CITY, MISSOURI

ARTICLE I  
AUTHORITY AND OBJECTIVES

Section 1. The City Plan Commission was established in order to stimulate and guide the growth of the City. Its functions include the preparation and submission to the City Council of a master plan for the physical development of the City and recommendations, from time to time, of modifications of the plan to assure development in accordance with the existing and future needs of the City; the preparation and recommendation to the Council of a comprehensive plan for zoning and regulation as to the use of buildings, structures and land which are necessary or desirable for the general welfare of the inhabitants of the City; the general supervision and enforcement of zoning ordinances, hearing applications for amendments, modifications or revisions of the same and forwarding such applications to the City Council with its recommendations thereon.

Section 2. The basic authority for the establishment and organization of the City Plan Commission of University City, Missouri, is Article VIII of the Charter of the City of University City, Missouri and Chapter 34 Zoning Code of the Municipal Code of the City of University City, 1950, as Amended.

ARTICLE II  
MEMBERSHIP

The City Plan Commission shall consist of seven (7) citizen members, appointed by the City Council for terms of three (3) years each, with the right to vote upon matters coming before the Commission. In addition, one member of the City Council to be designated by the Council, the City Manager, the Director of Community Development or his/her designee, and the Zoning Administrator of University City shall be ex-officio members and shall have no vote upon matters coming before the Commission. The City Council may also appoint youth members to the Plan Commission, without voting rights.

ARTICLE III  
OFFICERS AND THEIR DUTIES

Section 1. The officers of the City Plan Commission shall be a Chair, a Vice-Chair and a Designated Alternate.

Section 2. The Chair shall preside at all meetings and hearings of the Plan Commission and shall have the duties normally conferred by parliamentary usage on such officer, including the appointment of all committees. The Chair shall represent the Plan Commission at public affairs.

Section 3. The Chair shall be one of the citizen members of the Plan Commission and shall have the privilege of discussing all matters before the Commission and of voting thereon.

Section 4. The Vice-Chair shall be one of the citizen members of the Plan Commission. S/He shall act for the Chair in his/her absence or disability.

Section 5. The Designated Alternate shall preside at meetings in the absence of both the Chair and Vice-Chair.

Section 6. The Zoning Administrator or his/her designee shall serve ex-officio as Secretary. S/He shall keep the minutes and records of the Commission, prepare agenda of regular or special meetings with the Chair, provide notice of meetings to Commission members, arrange proper notice of hearings, attend to the correspondence of the Commission and such other related duties.

#### ARTICLE IV ELECTION OF OFFICERS

Section 1. The election of the Chair, Vice-Chair, and Designated Alternate of the Plan Commission shall be held at the first regular meeting each calendar year. Nominations shall be made from the floor and the election shall follow immediately thereafter.

Section 2. A candidate receiving a majority vote of the voting members of the Commission shall be declared elected and shall serve for one (1) year or until his/her successor shall take office.

Section 3. Vacancies in the Offices of Chair, Vice-Chair, and Designated Alternate shall be filled immediately by the regular election procedure.

#### ARTICLE V MEETINGS

Section 1. The regular meetings of the City Plan Commission shall be held on the fourth (4th) Wednesday of each month at the City Hall, 6801 Delmar Boulevard, unless otherwise agreed to by a vote of the majority of the entire commission.

Section 2. Special meetings of the Plan Commission may be called by the Chair, or during his/her absence by the Vice-Chair, or by any two (2) voting members of the Commission.

Section 3. A majority of the voting members of the Commission, four (4), shall constitute a quorum.

Section 4. The Zoning Administrator shall notify all members of the Plan Commission in writing not less than five (5) days in advance of meetings, of

the purposes of the meeting and shall furnish a copy of the agenda and of the Minutes of the prior meeting. Application for Commission consideration shall be submitted to the Secretary no later than five (5) days prior to the Commission meetings.

Section 5. All meetings at which official action is taken shall be open to the general public.

Section 6. Meetings of the Plan Commission shall be conducted, and its proceedings governed by the Robert's Rules of Order and the Sunshine Law of the State of Missouri, unless these By-Laws shall otherwise prescribe.

Section 7. No proposition or Motion shall be approved unless it receives the affirmative vote of a majority of those present and voting.

#### ARTICLE VI ATTENDANCE

Members of the Plan Commission shall attend regular and special meetings unless their absence is excused for good cause. The City Council shall be advised in writing of the name of any member of the Plan Commission who, without being excused for good cause, has failed to attend three (3) consecutive regular meetings of the Plan Commission, or has failed to attend five (5) meetings during a period of twelve (12) consecutive months.

#### ARTICLE VII COMMITTEES

Section 1. The Chair shall appoint all standing committees by the next regular meeting following the annual election of the Chair and may in his/her discretion remove any person, at anytime, from a committee or from the Chairmanship thereof.

Section 2. Each Committee shall consist of a Chair and two (2) other members as appointed by the Chair of the Plan Commission.

Section 3. The Chair of the Plan Commission shall be an ex-officio member of all committees. He/she shall only vote upon committee matters when a majority of committee members is not present.

Section 4. There shall be appointed by the Chair of the Plan Commission standing committees for the consideration of the following matters and making recommendation thereof to the Plan Commission:

1. Comprehensive Plan Committee: This committee shall provide guidance and assist in the preparation and review of the City's Comprehensive Plan and its updates.

2. Code Review Committee: This committee shall consider and review all proposed text amendments to Chapter 34 Zoning Code and Title 16 Subdivision of the University City Code of Ordinances.

Section 5. The chair and members of each committee shall serve for one year or upon completion of the task. Any vacancy in any committee shall be filled by appointment by the Chair of the Plan Commission.

Section 6. The Chair of the Plan Commission shall appoint Temporary Committees for such purposes as necessary or as may be authorized by the Plan Commission. The membership and duration of Temporary Committees is to be determined by the Chair of the Plan Commission.

#### ARTICLE VIII HEARINGS

Section 1. In addition to those required by law, the Plan Commission may at its discretion hold public hearings when it decides that such hearing will be in the public interest.

Section 2. Notice of such hearings shall be published in the manner prescribed by law or, in the absence of any legal provision, in the manner determined by the Commission.

#### ARTICLE IX AMENDMENTS

These By-Laws may be amended at any regular or special meeting of the City Plan Commission by a majority vote of the members of the Plan Commission, provided notice of any proposed amendment shall be given in writing at least seven (7) days before the regular or special meeting at which action thereon shall be taken.

Adopted On: August 24, 2011

  
Ben Halpert, Chairperson  
University City Plan Commission