

<u>NAME:</u>	PLANNING COMMISSION
<u>ENACTED:</u>	City Charter
<u>AUTHORITY:</u>	Virginia Beach City Charter: Chapter 19, Section 19.01 thru 19.02 Virginia Beach City Code: Chapter 2, Article XVII, Section 2-396 thru 2-398 Code of Virginia: Title 15.1-437
<u>QUALIFICATIONS:</u>	All members of the PLANNING COMMISSION shall be qualified voters of the City of Virginia Beach; and, persons who shall be freeholders qualified by knowledge and experience to make decisions on questions of community growth and development -- provided, that at least one-half (1/2) of the Members so appointed shall be freeholders.
<u>COMPOSITION:</u>	The PLANNING COMMISSION shall consist of not less than five (5), nor more than fifteen (15) Members and shall be organized as provided by general law. The Virginia Beach Planning Commission consists of eleven (11) Members, seven (7) of whom represent the seven (7) Boroughs and four (4) for the City At Large.
<u>TERM OF OFFICE:</u>	All Members shall be appointed by City Council for terms of four (4) years. (One Member of the Commission may be a member of the governing body of the county or municipality, and one Member may be a member of the administrative branch of government of the County or municipality. The term of each of these two Members shall be co-extensive with the term of office to which he has been elected or appointed, unless the governing body, at the first regular meeting each year, appoints others to serve as their representatives.) The local governing bodies may establish terms of office. Vacancies shall be filled by appointment for the unexpired term only. Members may be removed for malfeasance in office.
<u>OATH OF OFFICE:</u>	Title 15.1-437, Code of Virginia, allows the local governing body "may require each member of the Commission to take an oath of office". The Virginia Beach Planning Commission is required to take the Oath of Office upon appointment and prior to the effective date of service.
<u>COMPENSATION:</u>	Fifty Dollars (\$50) per Member per meeting, plus reimbursement of actual expenses incurred by Members in the performance of their duties.

OBLIGATION:

The PLANNING COMMISSION Member is obligated to attend all regular and special meetings of the Virginia Beach Planning Commission. The membership of the Planning Commission elects their own Chairman and other officers in accordance with By-Laws established by the Commission. The PLANNING COMMISSION member is expected to physically review all properties upon which applications have been received for zoning changes, use permits and/or other similar applications; he should be familiar with all the areas of the City. The Members of the PLANNING COMMISSION should be advised that their recommendations are made to the City Council for City Council action. The City Council decision is the final legislative action.

The PLANNING COMMISSION can expect a close working relationship with the Planning Department Staff which can be relied upon to explain the role of other City agencies as well as other planning related responsibilities, provide the necessary coordination and supply other information as necessary.

The PLANNING COMMISSION shall:

- (a) Exercise general supervision of, and make regulations for, the administration of its affairs;
- (b) Prescribe rules pertaining to its investigations and hearings;
- (c) Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the governing body;
- (d) Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;
- (e) Make recommendations and an Annual Report* to the governing body concerning the operation of the Commission and that status of planning within its jurisdiction;
- (f) Prepare, publish and distribute reports, ordinances and other material relating to its activities;
- (g) Prepare and submit an annual budget in the manner prescribed by the governing body of the county or municipality; and
- (h) If deemed advisable, establish an advisory committee or committees.

*An Annual report, including the Attendance Record of Commissioners, shall be submitted to City Council, via the City Clerk's Office, no later than October First of each year.

PENALTIES:

City Code: Article XV, Section 2-130.

In addition to the ground for removal of any Commissioner from office set forth in Section 15.1-437 (Code of Virginia), a failure to attend three (3) consecutive meetings, called or regular, of the PLANNING COMMISSION shall constitute cause for removal.

OBJECTIVE/PURPOSE:

A copy of the RULES OF ORDER AND PROCEDURE of the Virginia Beach Planning Commission is on file for reference in the Office of the City Clerk.

REFERENCE:

COMMISSIONS shall be defined as those advisory council-appointive agencies which are prescribed by the Virginia State Code as "Commissions", plus those locally established for a specific purpose with budgetary responsibility and a structured organization with an Annual Report to City Council. Terms shall be specified and limited in accordance with applicable state statutes or city ordinances or resolutions.